



**PERFORMANCE AGREEMENT**

**BETWEEN**

**Secretary and Director**

**DEPARTMENT OF TRADE  
MINISTRY OF ECONOMIC AFFAIRS**

**(July 1, 2017 – June 30, 2018)**

## **TABLE OF CONTENTS**

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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 Departments & Secretariat Divisions

**Preamble**

The Performance Agreement is entered into between the Secretary and Director, Department Of Trade.

The objectives of this Performance Agreement are:

- a) To establish clarity and consensus about annual priorities for the Department Of Trade consistent with the 11th Five Year Plan of the Ministry, and Governments other priorities;
- b) To provide an objective and fair basis for evaluating the overall performance of the Department Of Trade at the end of the financial 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**

To spearhead the growth of a dynamic trade sector leading to greater prosperity of the nation.

### **Mission**

To promote and facilitate trade by creating an enabling environment and to provide prompt and efficient services to the private sector.

### **Objectives**

- 1) To Enhance Export
- 2) To Improve Market Access
- 3) To improve ease of doing business
- 4) Smooth and efficient distribution of POL products
- 5) Creating enabling environment for business sector
- 6) To enable effective and efficient ICT Service delivery
- 7) To implement National Integrity and Anti-Corruption Strategy (NIACS)
- 8) To ensure full utilization of Budget



## 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 Enhance Export	24	Organize and conduct Marketing & Promotion activities	Number of Trade fairs and market mission	Number	3	3	2	1	0	0
		Training of exporters	Number of exporters trained on export documentation, procedures, marketing, etc	Number	3	50	40	30	20	<20
		Promote export through marketing & trade facilitation	Value of non- electricity export increased	Nu. (Million)	1	22,000	21,500	20,000	19,500	<19,000
			Develop Guideline for COO	Status of Work	1	100	90	80	70	60
			Promotion of export products through Exhibition Centre -promotional activities	Number	1	3	2	1	0	0
		Develop Export Procedure	Date	1	05/30/2018	06/15/2018	06/20/2018	06/30/2018	07/01/2018	
		Impact Assessment Study for Bhutan SEAL	Detail Impact Assessment Study on Bhutan Seal Carried out	Percent	2	100	90	60	40	<10
		Implementation of Enhanced Integrated Framework project	Tier 1 phase 2 proposal developed and submitted	Date	2	02/28/2018	03/31/2018	04/30/2018	05/31/2018	06/30/2018
			Implementation of Tier 2 projects	Percent	2	25	15	10	5	<5
		Implement and Promote Brand Bhutan	Implement and Promote Brand Bhutan	Percent	2	100	90	80	70	<60
Framework Agreement on Facilitation of Cross-border Paperless Trade	The proposed UN Treaty submitted to the Cabinet	Percent	1	70	60	50	40	<20		

To Enhance Export	24	Develop Mini-Dry Port	Operational modality of MDP initiated	Status of Work	2	Draft operational modality for O&M initiated	TA secured	Follow-up on the request	Initiate request for TA from potential donors	No action taken
			Percentage of mini-Dry Port construction work completed	Percent	3	60	50	40	30	<20
To Improve Market Access	19	Negotiate bilateral, regional and multilateral agreements and discuss issues arising from the agreements	Review and conclude issues arising from agreement /MoU with Bangladesh	Status of Work	1	Issues reviewed and concluded for arising from agreement /MoU with Bangladesh	JTC/WG meeting conducted	Formation of JTC/Working Group	Follow up with the Bangladesh counterpart	Follow-up with MFA

To Improve Market Access	19	Negotiate bilateral, regional and multilateral agreements and discuss issues arising from the agreements	3rd Trade talk with Nepal participated	Status of Work	2	Bilateral trade meeting conducted	Two rounds of stakeholder consultation meetings organized and issues/agenda finalized	Logistics and issues to be discussed/prepared	Implementation of the decision taken in the previous meeting reviewed	Regular follow-up with MFA
			Regional and Multilateral meeting organized and participated	Number	2	3	2	1	0	0
			Bilateral trade talk with India organized / participated	Status of Work	2	Bilateral trade meeting conducted	Two rounds of stakeholder consultation meetings organized and issues/agenda finalized	Logistics and issues to be discussed/prepared	Implementation of the decision taken in the previous meeting reviewed	Follow-up on the decisions of the last meeting



To Improve Market Access	19	Negotiate bilateral, regional and multilateral agreements and discuss issues arising from the agreements	Commerce Secretary level meeting with Bangladesh organized / participated	Status of Work	2	Bilateral trade meeting conducted	Two rounds of stakeholder consultation meetings organized and issues/	Logistics and issues to be discussed/ prepared	Implementation of the decision taken in the previous meeting reviewed	Follow-up on the decisions of the last meeting
			2nd Joint Trade Committee meeting with Thailand organized / participated	Status of Work	2	Bilateral trade meeting conducted	Two rounds of stakeholder consultation meetings organized and issues/ finalized	Logistics and issues to be discussed/ prepared	Implementation of the decision taken in the previous meeting reviewed	Follow-up on the decisions of the last meeting
	Prepare annual Trade Statistics	Annual trade statistics compiled/analysed/published	Date	4	04/30/2018	05/31/2018	2nd week of June, 2018	end of June, 2018	No action taken	

To Improve Market Access	19	Organize/participate National and Regional workshops/seminars / trainings	National and Regional workshops/ seminars/training organized/participated	Number	2	4	3	2	1	0
To improve ease of doing business	14	Strengthen wholesale distribution system	Number of New dealers appointed	Number	5	15	10	8	5	<5
		Skills Development Training	Number of entrepreneurs trained	Number	3	70	60	50	40	0
		Import License issued	Number of Import License approved and issued including temporary import permit	Number	3	2400	2200	2000	1800	1600
		Conduct awareness programs on principal company products	Conduct awareness programs on principal company products	Number	3	4	3	2	1	0
Smooth and efficient distribution of POL products	18	Enhance POL retail outlets	Number of New POL Retail outlets (standard)established	Number	1	3	2	1	0	0
			New POL outlet established in the Gewogs	Number	1	120	110	65	20	15
		Uninterrupted supply of POL products during emergency	POL products supplied as and when required.	Percent	4	100	80	60	40	20
		Relocate POL Depot	Percentage of construction work completed	Percent	5	100	95	90	85	80
		Revision of POL Prices	Number of price revision in a year	Number	5	24	20	15	10	5

Smooth and efficient distribution of POL products	18	Establishment of Point of Sale (POS)	Point of Sale established for fuel stations in Phuntsholing and Thimphu	Status of Work	1	POS established for fuel stations in two commercial centers	POS established for fuel stations in one commercial center	Consultation held and Approval sought for establishing POS	POS initiated	No action taken
Creating enabling environment for business sector	10	Revision of import house rules and regulations.	Import house rules and regulations adopted	Status of Work	3	Submitted to the Ministry for endorsement	Draft finalized at the Department level	Stakeholder Consultation organized	1st draft is ready for stakeholder consultation	No action taken
		Formulation of policy for distribution of POL products	Policy for distribution of POL products is adopted	Status of Work	3	Submitted to the Ministry for endorsement	Draft finalized at the Department level	Stakeholder Consultation organized	1st draft is ready for stakeholder consultation	No action taken

Creating enabling environment for business sector	10	Develop Institutional frameworks	Trade Development bill re-submitted to the Cabinet	Status of Work	2	Re-submitted to Cabinet	Submit the revised bill to the Department/Ministry	Incorporate the comments received from the Cabinet and additional chapters based on the directives	Formulation of additional chapters covering investment and industry sectors	TD bill submitted to the Cabinet
			Final draft Competition Policy is submitted to Cabinet	Status of Work	2	Final draft submitted Cabinet	Draft revisited and finalized	Comments from GNHC Incorporated	Draft submitted to GNHC	Action not taken
		Review the existing trade rules and procedures	Trade rules and procedures finalized	Status of Work	3	Submitted to the Ministry for endorsement	Draft finalized at the Department level	Stakeholder Consultation organized	1st draft is ready for stakeholder consultation	No action taken

To enable effective and efficient ICT Service delivery	2	Enhance basic ICT skills of non ICT staff members.	Percentage of non ICT staff trained.	Percent	1	50	45	40	35	30
			Percentage compliance to e-GIF standards	Percent	1	100	-	-	-	<100
To implement National Integrity and Anti-Corruption Strategy (NIACS)	8	All eligible officials declare asset on time.	Percentage of employees who have declared asset on time	Percent	6	91-100	81-90	71-80	61-70	<60
		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	>90	89-80	79-70	69-60	<59
To ensure full utilization of Budget	5	Ensure annual budget utilization	Percentage of annual budget utilization	Percent	5	100	-	-	-	<100

### Section 3: Trend values of success indicators

Objective	Action	Success Indicator1	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]
Creating enabling environment for business sector	Develop Institutional frameworks	Final draft Competition Policy is submitted to Cabinet	Status of Work	-	Competition Policy (CP) drafted	Draft CP is finalized	Endorse by the Ministry and submitted to GNHC	Submitted to Cabinet
		Trade Development bill re-submitted to the Cabinet	Status of Work	-	Initiated	TDB drafted and consultation with stakeholders	Submit the TD bill to the Cabinet	Re-submit the revised bill to the Cabinet
	Formulation of policy for distribution of POL products	Policy for distribution of POL products is adopted	Status of Work	0	0	0	0	Submitted to the Ministry for endorsement
	Review the existing trade rules and procedures	Trade rules and procedures finalized	Status of Work	Collect feedback from two regional offices	Collect feedback from four other regional offices and review the existing trade rules and procedures	Collect feedback and initiated the drafting of rules and procedures	Finalize rules and procedures	Rules and Procedures finalized
	Revision of import house rules and regulations.	Import house rules and regulations adopted	Status of Work	0	0	0	0	Submitted to the Ministry for endorsement

Smooth and efficient distribution of POL products	Enhance POL retail outlets	New POL outlet established in the Gewogs	Number	0	0	0	50	120
		Number of New POL Retail outlets (standard) established	Number	-	2	4	7	10
	Establishment of Point of Sale (POS)	Point of Sale established for fuel stations in Phuntsholing and Thimphu	Status of Work	na	na	na	na	Point of Sale established for fuel stations in Phuntsholing and Thimphu
	Relocate POL Depot	Percentage of construction work completed	Percent	0	0	25	45	>90
	Revision of POL Prices	Number of price revision in a year	Number	12	12	24	24	24
	Uninterrupted supply of POL products during emergency	POL products supplied as and when required.	Percent	70	80	100	100	100
	To enable effective and efficient ICT Service delivery	Enhance basic ICT skills of non ICT staff members.	Percentage compliance to e-GIF standards	Percent	na	na	na	na
Percentage of non ICT staff trained.			Percent	na	na	na	na	50
To Enhance Export	Develop Mini-Dry Port	Operational modality of MDP initiated	Status of Work	-	-	-	-	
		Percentage of mini-Dry Port construction work completed	Percent	5	10	15	20	60

To Enhance Export	Framework Agreement on Facilitation of Cross-border Paperless Trade	The proposed UN Treaty submitted to the Cabinet	Percent	-	-	-	-	70
	Impact Assessment Study for Bhutan SEAL	Detail Impact Assessment Study on Bhutan Seal Carried out	Percent	-	-	-	-	100
	Implement and Promote Brand Bhutan	Implement and Promote Brand Bhutan	Percent	-	-	-	-	100
	Implementation of Enhanced Integrated Framework project	Implementation of Tier 2 projects	Percent	-	-	-	-	30
		Tier 1 phase 2 proposal developed and submitted	Date	07/14/2017	07/14/2017	07/14/2017	07/14/2017	10/31/2017
	Organize and conduct Marketing & Promotion activities	Number of Trade fairs and market mission	Number	2	2	3	3	3
	Promote export through marketing & trade facilitation	Develop Export Procedure	Date					
		Develop Guideline for COO	Status of Work	0	0	0	0	Final draft guideline for COO completed and presented to the Department (100%)
Promotion of export products through Exhibition Centre - promotional activities		Number	0	0	0	0	3	



To Enhance Export	Promote export through marketing & trade facilitation	Value of non-electricity export increased	Nu. (Million)	22,788.79	24,028.23	22,157.28	22,670.58	22,500
	Training of exporters	Number of exporters trained on export documentation, procedures, marketing, etc	Number	30	30	30	40	50
To ensure full utilization of Budget	Ensure annual budget utilization	Percentage of annual budget utilization	Percent	na	na	na	na	100
To implement National Integrity and Anti-Corruption Strategy (NIACS)	All eligible officials declare asset on time.	Percentage of employees who have declared asset on time	Percent	100	100	100	100	100
	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	na	na	na	na
To improve ease of doing business	Conduct awareness programs on principal company products	Conduct awareness programs on principal company products	Number	4	7	10	13	16

To improve ease of doing business	Import License issued	Number of Import License approved and issued including temporary import permit	Number	1779	2446	2460	2000	2400
	Skills Development Training	Number of entrepreneurs trained	Number	80	160	240	340	440
	Strengthen wholesale distribution system	Number of New dealers appointed	Number	-	-	-	-	Additional 15
To Improve Market Access	Negotiate bilateral, regional and multilateral agreements and discuss issues arising from the agreements	2nd Joint Trade Committee meeting with Thailand organized / participated	Status of Work	Trade and Economic Cooperation Agreement signed	Bhutan's internal procedure completed	Bhutan's internal procedure completed	1st Joint Trade Committee (JTC) Meeting organised	2nd JTC Meeting participated
		3rd Trade talk with Nepal participated	Status of Work	-	-	-	-	3rd Trade talk meeting participated
		Bilateral trade talk with India organized / participated	Status of Work	Annual Bilateral meeting organized	Annual Bilateral meeting organized	Annual Bilateral meeting organized and review of agreement for renewal initiated	Agreement renewed	Annual Bilateral meeting organized
		Commerce Secretary level meeting with Bangladesh organized / participated	Status of Work	Annual Bilateral meeting organized	Trade agreement with Bangladesh renewed	Annual Bilateral meeting organized	Annual Bilateral meeting organized	Annual Bilateral meeting organized
		Regional and Multilateral meeting organized and participated	Number	2	2	2	2	3

To Improve Market Access	Negotiate bilateral, regional and multilateral agreements and discuss issues arising from the agreements	Review and conclude issues arising from agreement /MoU with Bangladesh	Status of Work	Bangladesh proposed a Framework Transit Agreement with Bhutan Revised Transit agreement shared with Bangladesh Initiated reviewing of the Transit Agreement Initiated the formation of Joint working group to finalise the Transit Agreement	BRevised Transit agreement shared with Bangladesh	Initiated reviewing of the Transit Agreement	Initiated the formation of Joint working group to finalise the Transit Agreement	JTC/WG conducted and issues reviewed and concluded
	Organize/participate National and Regional workshops/seminars / trainings	National and Regional workshops/seminars/training organized/participated	Number	2	2	2	2	2
	Prepare annual Trade Statistics	Annual trade statistics compiled/analysed/published	Date	06/30/2014	06/30/2015	06/30/2016	06/30/2017	06/30/2018

#### Section 4: Definition of Success Indicators

Success Indicator	Description	Data Collection Methodology	Data Collection Frequency	Data Source
Number of Trade fairs and market mission	Participate in regional/international trade fairs. Organize market mission.	Department Record	Annually	Administrative Record, DoT, MoEA
Number of exporters trained on export documentation, procedures, marketing, etc	Train the Bhutanese exporters on export documentation and procedures to enhance the capacity.	Department Record	Annually	Administrative Record, DoT, MoEA
Value of non- electricity export increased	Value of all exported goods including agro products, non-forest products, mineral and industrial products etc.	Department Record	Annually	BTS, DRC
Detail Impact Assessment Study on Bhutan Seal Carried out	Final report submitted to the Dept. (100%); Draft report submitted to the Department (90%); Field assessment carried out(80%); Study initiated (70%); No Action (60%)	Department records	Annually	Administrative record
Tier 1 phase 2 proposal developed and submitted	Tier 1 phase 2 proposal developed and submitted	Department record	Quarterly	Administrative record, DoT
Implementation of Tier 2 projects	25% of the total allocated budget spent(100%). 15% of the total allocated budget spent(90%). 10% of the total allocated budget spent (80%). 5% of the total allocated budget spent(70%). <5% of the total allocated budget spent(60%)	Dept. record	Annually	Administrative record
Operational modality of MDP initiated	Draft operational modality for O&M initiated	Department record	Annually	Administrative record

Implement and Promote Brand Bhutan	Developed Governance Structure and establish BB section with identified officer(100%); Governance structure and establish BB section with proper office and equipment (90%); Finalization of the BB governance structure(80%); Proposal submitted to the Ministry for finalization of the structure (70%); Implementation plan developed (60%)	Department record	Annually	Administrative record
The proposed UN Treaty submitted to the Cabinet	The proposed Treaty submitted to the Cabinet (70%); National Interest Analysis completed (60%); National stakeholder consultation conducted (50%); Clearance of the Ministry (Political advise) and OAG sought (40%); Clearance of the Ministry of Foreign Affairs sought (20%)	Department record	Annually	Administrative record
Promotion of export products through Exhibition Centre -promotional activities	1. Carry out product analysis and market study (at least 5 firms that produces construction materials) 2. Organize one B2B interactions – seminar/workshop 3. Produce one audio visual program for promotion of EC 4. EC operational guideline developed	Dept. records	Annually	Administrative records
Develop Guideline for COO	Final draft guideline for COO completed and presented to the Department(100%); Draft guideline completed(90%); Stakeholder consultations and focus group discussion completed(80%); Desk research initiated(70%); No action taken(60%)	Dept. record	Annually	Admin record
Develop Export Procedure	Export procedure developed	Dept. record	Annually	Admin record

Percentage of mini-Dry Port construction work completed	80% of the structural works for building completed (60%); 30% of the structural work and road works completed (50%); foundation work completed (40%); Detailed drawings and boundary wall completed (30%); Preparation of the project sites including mobilization materials at site <20%) Since Phuntsholing Thromde is the executing agency the progress of the work is beyond the control of the Department.	Department/Phuntsholing Thromde Record	Annually	Administrative Record ,DOT,MOEA /Administrative Record ,Phuntsholing Thromde
Review and conclude issues arising from agreement /MoU with Bangladesh	The Transit Agreement between Bangladesh and Bhutan which expired in 2000 could not be renewed due to lack of protocol to the agreement. The division will initiate to review and conclude the transit agreement with Bangladesh. The outcome would depend on the commitment of the Govt of Bangladesh.	Department record	Annually	Administrative record
Bilateral trade talk with India organized / participated	Annual Consultation meeting organized and held with Gov. of India on Trade and Transit as per the trade agreement between the two countries. Organizing and participating in the annual consultation would depend on the availability and convenience of India.	Actual	Annually	Administrative Record, DoT, MoEA

Commerce Secretary level meeting with Bangladesh organized / participated	Bhutan- Bangladesh Commerce Secretary Level Meeting organized as per as per the trade agreement between the two countries. Organizing and participating in the annual consultation would depend on the availability and convenience of Bangladesh.	Actual	Annually	Administrative Record, DoT, MoEA
2nd Joint Trade Committee meeting with Thailand organized / participated	Joint Trade Committee meeting with Kingdom of Thailand organised as per the Trade and Economic Cooperation. Organizing and participating in the annual consultation would depend on the availability and convenience of Thailand.	Actual	Annually	Administrative Record, DoT, MoEA
3rd Trade talk with Nepal participated	3rd Trade talk with Nepal is proposed to resume the bilateral discussions on the possibility of entering into a bilateral trade agreement between the two countries. The 2nd trade talk was held in 2010 in Nepal. Organizing and participating in the annual consultation would depend on the availability and convenience of Nepal.	Department Record	Annually	Administrative Record, DoT, MoEA
Regional and Multilateral meeting organized and participated	1. Organized and attend SAFTA & BIMSTEC meetings. 2. Attend Multilateral Meetings	Actual	Annually	Administrative Record, DoT, MoEA

Annual trade statistics compiled/analysed/published	<p>Prepare trade statistics on the following for the Ministry/Department and relevant agencies :</p> <ol style="list-style-type: none"> <li>1. Overall Trade with trading partners</li> <li>2. Top ten exports and imports with major trading partners like Bangladesh, India, Nepal, Thailand.</li> <li>3. Top ten trading countries.</li> <li>4. Trade with SAFTA and BIMSTEC.</li> <li>5. Trade with China and Hongkong</li> <li>6. Ad-hoc trade statistics compilation &amp; submission for Gokha</li> <li>7. Import of essential commodities</li> <li>8. Ad-hoc statistics for Department and Ministry</li> </ol>	DRC Annual Trade Statistics	Annually	DRC Annual Trade Statistics
National and Regional workshops/seminars/training organized/participated	Organize national and Regional workshops, trainings, seminars on multilateral trading and international trade in collaboration with international organizations like UNESCAP, WTO etc. This will depend on the availability of budget and TA from the international organization.	Department Record	Annually	Administrative Record, DoT, MoEA



Number of New POL Retail outlets (standard) established	To enhance the POL coverage in the Country, the Department in collaboration with the POL dealers and principal oil companies will setup POL RO (standard) in the feasible locations. However, the progress of the work will depend on the commitment and approval of the Principal Companies to carry forward the works as they are the major investor.	Department Record	Annually	Administrative Record, DoT, MoEA
Number of price revision in a year	Revision of POL prices as and when revision takes place at source (India)	Department Record	Annually	Administrative Record, DoT, MoEA
POL products supplied as and when required.	Uninterrupted supply POL products during the emergency situation in the country.	Department Record	Annually	Administrative Record, DoT, MoEA

Percentage of construction work completed	<p>All works complete (100%);  Civil construction (97%),  Construction of UG tank (90%),  Construction of OWS (90%), Laying of F/W pipeline (90%),  Electrification of pump and gantry (80%), Water supply (100%) [95%];  Civil construction (95%) ,  Construction of UG tank (80%),  Construction of OWS (85%), Laying of F/W pipeline (80%),  Electrification of pump and gantry (75%), Water supply (99%) [90%];  Civil construction (90%),  Construction of UG tank (75%),  Construction of OWS (80%), Laying of F/W pipeline (70%),  Electrification of pump and gantry (70%), Water supply (95%) [85%]  Civil construction (85%),  Construction of UG tank (70%),  Construction of OWS (75%), Laying of F/W pipeline (60%),  Electrification of pump and gantry (65%), Water supply (90%) [80%]</p>	Department Record	Annually	Administrative Record, DoT, MoEA
New POL outlet established in the Gewogs	<p>To install/ establishment a low cost facility (Fuel(HSD &amp; MS) supplied from barrel with hand pump) to supply the POL products and render the POL Services in the gewogs .  The progress of the activity will depend on budget availability from MoF to carry out the work</p>	Department Record	Annually	Administrative record
Point of Sale established for fuel stations in Phuntsholing and Thimphu	Point of Sale established for fuel stations in two commercial centers	Department's record	Annually	Administrative record

Conduct awareness programs on principal company products	Awareness on consumer products of principal companies in collaboration with the companies/manufacturers for retailers and dealers.	Department Record	Annually	Administrative Record, DoT
Number of New dealers appointed	Appointment of new/additional dealers in areas other than commercial hubs (A class towns – Thimphu, Phuntsholing, Gelephu, Samdrupjonkar)	Department Record	Annually	Administrative record
Number of entrepreneurs trained	Carry out basic business skill development training to small traders in the regions (Particularly focus to female and youth)	Department Record	Annually	Administrative Record, DoT
Number of Import License approved and issued including temporary import permit	Import license approved and issued for import of goods from third countries/India (temporary imports) for business establishments, projects, government agencies and diplomats.	Department Record	Annually	Administrative Record, DoT, MoEA
Trade Development bill re-submitted to the Cabinet	To create an enabling environment and healthy competition in the trading sector, Legal instruments such as draft Trade Development Bill.	Department Record	Annually	Administrative Record, DoT, MoEA
Final draft Competition Policy is submitted to Cabinet	To create an enabling environment and healthy competition in the trading sector, Legal instruments such as Competition Policy will be submitted to cabinet ( submission of CP to Cabinet is subject to endorsement/clearance from GHC)	Department Record	Annually	Administrative Record, DoT, MoEA

Trade rules and procedures finalized	Consultation on the draft revised trade rules and procedures with the Department and relevant stakeholder's to finalize it. The finalized rules and procedures is submitted to the Ministry for endorsement.	Department Record	Annually	Administrative Record, DoT, MoEA
Import house rules and regulations adopted	A legal framework to monitor and regulate third country imports	Dept. record	Annually	Admin record
Policy for distribution of POL products is adopted	A policy document to ensure seamless distribution of POL products throughout the country.	Dept. record	Annually	Admin record
Percentage of employees sensitized on: - Gifts, Conflicts of Interest, Code of Conduct, Asset Declaration and Grievance Redress Mechanism	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: 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%). The agencies will report on the above weightage (40 percent) using the standard form developed by ACC.	<ul style="list-style-type: none"> <li>Supporting documents from the agencies</li> <li>Questionnaire based desk survey</li> </ul>	Annually	Admin Data

Percentage of employees who have declared asset on time	This indicator will be measured based on the proportion of employees who have declared asset on or before the deadline provided by ACC. For the purpose of evaluation all employees who have declared asset later than deadline shall be considered as non-declarant.	Acc system and record with Administration section, MoEA	Annually	ACC system
Percentage of annual budget utilization	This indicator measures the amount of variation between revised budget and expenditure of an agency for a fiscal year	Through analysis of annual budget and expenditure	Annually	Accounts section
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	ICT Division
Percentage compliance to e-GIF standards	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 Divisio	records of e-GOV review meetings	Biannually	MOIC

**Section 5: Requirements from other Departments & Secretariat Divisions**

<b>Organisation Name</b>	<b>Relevant Success Indicator</b>	<b>Requirement from the Organisation</b>	<b>Justification for the Requirement</b>	<b>Requirement detail</b>	<b>Impact (If Not Met)</b>
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Whereas,

I, the Director, Department Of Trade, commit to the Secretary and the Minister, Ministry Of Economic Affairs to deliver the results described in this Annual Performance Agreement.

I, the Secretary, commit to the Director, Department Of Trade to provide necessary support for the delivery of results described in this Annual Performance Agreement.

SIGNED:



Secretary

11/08/2017

Date



Sonam Tenzin  
Director

11/08/2017

Date