

**NIS Work Plan for the Ministry of Foreign Affairs**

<b>Ministry of Foreign Affairs</b>		<b>Approved by: Ethics Committee date:12 March 2015</b>			
<b>Activities</b>	<b>Time frame January 2015 to June 2016</b>	<b>Indicator</b>			<b>Unit/Person in charge</b>
		<b>Baseline No. (as of Dec 2014)</b>	<b>Target No.</b>	<b>Unit</b>	
<b>1. Institutional Arrangement</b>					
(1) Hold Ethics Committee Meeting	Quarterly	3	4	Number/year	Focal Point
(2) Formation of Ethics Committee in the subordinate offices, i.e. Foreign Service Academy, BISS and all Bangladesh Missions abroad	By June'15	0	1+69+1=71	All subordinate offices	Chairman- BISS, Principal- FSA and Heads of Mission
(3) Arrange the stakeholder meeting	By December'15	0	4	Number of meetings/year	Focal Point
(4) Arrange the stakeholder meeting at all subordinate offices	By December'15	0	(1+69+1)*4=284	Number of meetings/year	Chairman- BISS, Principal- FSA and Heads of Mission
<b>2. Awareness raising</b>					
(1) Hold awareness meeting at the Ministry Foreign Service Academy and all Bangladesh Missions abroad (1+1+69)	June 2016	0	4	Number of meetings	Focal Point
		0	300	Number of attendees	Focal Point
(2) Hold awareness meeting in the subordinate offices	June 2016	0	140	Number of meetings	Principal, Foreign Service Academy and Heads of Mission
		0	1200	Number of attendees	
<b>3. Capacity Development</b>					
(1) Identify Key Performance Indicator for all	December 2015	0	Set up KPI for all level of officers	Number of attendees	Focal Point
(2) Organize training on NIS at the Ministry	December 2015	0	75	Number of attendees	Focal Point
(3) Provision of training on Right to Information (RTI)	December 2015	1	75	Number attendees	Focal Point
(4) Organize of training on GRS	December 2015	0	75	Number of attendees	Focal Point
(5) Provision of language training for the officers and staffs	December 2015	2	60	Number of attendees	Focal Point
(6) Organize training on MRP, MRV and on consular and welfare services for the officers and staffs	December 2015	4	80	Number of attendees	Focal Point
(7) Organize training on PPR for the officers	December 2015	1	25	Number of attendees	Focal Point

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(8) Organize training on Government tender procedure for the officers and staffs	December 2015	0	20	Number of attendees	Focal Point
(9) Provision of training for Accounts management for the officers and staffs	December 2015	2	60	Number of attendees	Focal Point
(10) Provision of training on etiquette of the staffs	December 2015	2	50	Number of attendees	Focal Point
<b>4. Reforms and Formulation of Rules and Regulations</b>					
(1) Completion of the translation (ongoing) of Foreign Service Rules in Bangla	June 2016	0	1	Formulated	Administration Wing
(2) Amendment of Bangladesh Foreign Service Rule	June 2016	0	1	Formulated	Administration Wing
(3) Completing the Formulation of proposed Ex Cadre recruitment rules	June 2016	0	1	Formulated	Administration Wing
(4) Formulation of Recruitment Rules for the 3 <sup>rd</sup> class and 4 <sup>th</sup> class employees of the Ministry	June 2016	0	1	Formulated	Administration Wing
(5) Formulation of Promotion Rules for the 4 <sup>th</sup> class and 3 <sup>rd</sup> class employees of the Ministry	June 2016	0	1	Formulated	Administration Wing
(6) Formulation of Local Staff Recruitment Rules for Bangladesh Missions abroad	June 2016	0	1	Formulated	Administration Wing
(7) Incorporate NIS as a module of training at Foreign Service Academy	June 2016	0	1	Incorporated	Principal, Foreign Service Academy
(8) Discussion with NIS focal points of other Ministries for further improvement	December 2015	0	5		Focal Point
<b>5. Rewards for officers and officials</b>					
(1) Integrity award for best attitude officers and officials in the Ministry	June 2016	0	06 officers and 06 officials	Number of awards/ year	Foreign Secretary
(2) Foreign Training for best performing officers	July, 2015	0	05	Number of awards/ year	Foreign Secretary
(3) Reward among the trainee officers for outstanding performance	December 2015	0	01 Trainee officer	Certificate & crest	Administration Wing
<b>6. NIS implementation</b>					
(1) Introducing new citizen charter for the Ministry	December 2015	0	1	Citizen Charter	Administration Wing
(2) Introducing official e-mail use for all officers	July 2015	70%	10%	Percentage of officers	Administration and ICT Wing

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(3) Reducing the time lag to provide consular service	December 2015	0	04 days	Days	Administration Wing
(4) Introducing Archive at the Ministry	December 2015	0	1	Archive section	Administration Wing
<b>7. E-Governance</b>					
(1) Launching new web-site of the Ministry	June 2015	1	1	Website	Director General (Administration & ICT)
(2) Introduction of intranet in the Head Quarters of the Ministry	July 2016	-	100%	Percentage of officers with intranet facility	Director General (Administration & ICT)
(3) Providing high speed internet connection in the Ministry	December 2015	x	All 1st class officers	Coverage of PC with internet connectivity	Director General (Administration & ICT)
(4) Providing Wi-Fi connection throughout the Ministry	December 2015	x	Wi-Fi connection every where	Provided	Director General (Administration & ICT)
(5) Introducing Consular Automation system in the Ministry	December 2015	0	100%	Percentage of consular services	Director General (Consular)
(6) Update the website on regular basis	June 2015	x	Update all changes	x	DG(Administration & ICT)
(7) Introduction of Service portal	June 2015	0	1	Portal	Director General (Administration)
(8) Introducing e-learning platform to provide e training	June 2016	x		Introduced	Director General (Administration & ICT)
(9) Introducing E-procurement system	June 2016	x		Introduced	Director General (Administration & ICT)
(10) Uploading tender/ invitation notices on	June 2016	x	Upload 100% tender notice	Percentage	Director General (Administration & ICT)
(11) Introduction of Video Conference system	June 2016	x	All missions	Number of missions	Director General (Administration & ICT)
(12) Automation of Central Library	June 2016	x	Complete automation process	Automated	Director General (Administration & ICT)
(13) Introduction of e-filing	June 2016	x	3 Wings	Number of Wings	Foreign Secretary
<b>8. Transparency and Accountability</b>					
(1) Nomination & publication of GRS focal point	December 2015	x	Target Achieved	Nominated & published	Administration Wing

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(2) Nominating GRS focal points in all Bangladesh missions abroad	July 2015	x	69	Number	Administration Wing
(3) Disposal of complaints	December 2015	15	25	No. of Disposal	Legal Affairs Wing
(4) Informing the complaints about the result	December 2015	-	100%	Percentage of disposal	GRS focal point and EP Wing
(5) Uploading the report of GRS on the website	Monthly	-	10 <sup>th</sup> of each month	Date	GRS focal point and ICT Wing
(6) Sending GRS Report to Cabinet Division	Monthly (Dec. 2015)	-	12	No. per year	GRS focal point
(7) Introduction of online GRS System	June 2016	-	-	Introduced	GRS focal point and ICT Wing
(8) Submission of wealth statement by the new recruited officer	July 2015	-	20	No. of Submissions	Administration Wing
(9) Submission of wealth statement after each 5 years (all officers and staffs)	Dec, 2015	-	800	No. of Submissions	Administration Wing
(10) Permission for buying & selling properties	Dec, 2015	-	100%	Percentage	Administration Wing
(11) Introduction of internal GRS one desk service	June, 2016	-	-	Introduced	Administration Wing
<b>9. Innovation Team</b>					
(1) Ministry level meeting	Quarterly	-	4	meetings/year	Administrative Wing
<b>10. Right to Information</b>					
(1) Nomination of RTI focal point	-	-	Target achieved	Nominated	Administrative Wing
(2) Disposal of application for information	Dec, 2015	-	100%	Percentage	Administration Wing and External Publicity Wing
(3) Sending report on RTI to the Cabinet Division	Dec, 2015	-	04	Number per year	RTI focal point and Administration Wing
<b>11. Internal Audit &amp; Budget</b>					
(1) Introduction of Internal audit among the wings to maintain NIS	Dec, 2015	-	4	Number of Wings per year	Director General (Administration)
(2) Introduction of Internal Mission audit by Inspector General of Mission	July 2015	-	06	Number of Missions per year	Inspector General of Mission
(3) Arrange meeting for the	Dec, 2015	-	1	Number per	Foreign Secretary

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Consultation & Implementation of the suggestions proposed by the Internal audit				year	
(4) Placement for Budget to the MoF for the NIS implementation	May, 2015	-	-	Timely submission	Focal Point and Director (Finance)
<b>12. Monitoring</b>					
(1) Monitoring the implementation of the work plan	Dec, 2015	-	4	Meetings/year	Ethics Committee
(2) Prepare monitoring report	Dec, 2015	-	4	Number/ year	Focal Point and Research Wing
(3) Submit the annual report to the National NIS Committee	Dec, 2015	-	4	Number/year	Focal Point
(4) Review this NIS Model Work Plan	Dec, 2015	-	1	No. per year	Focal Point