**GUIDELINES FOR THE SUBMISSION OF THE MDA ANNUAL PERFORMANCE REPORTS**

**INTRODUCTION**

The Civil Service Act, 1993 (PNDC Law 327), Section 85 (1) states that “within three months after 31st December of each year, the Head of the Civil Service shall prepare an Annual Report giving details of the administration of the Service during the preceding 12 months”.

To enable the Head of the Civil Service achieve the above legislative directive, and also in accordance with best management practices, all Sector Ministries are, on an annual basis, required to prepare comprehensive reports on the performance of their respective sectors for the particular period under review. These reports of Sector Ministries are expected to be submitted to the Office of the Head of Civil Service by ***31st January*** of the ensuing year.

**OVERVIEW OF THE COMPOSITE ANNUAL REPORT ON THE CIVIL SERVICE**

In accordance with the above, the Office of the Head of Civil Service in preparing the report on the entire Civil Service collates and analyses information from the reports submitted by individual Sector Ministries during the review year. The report is largely made up of the following sections:

* A **Preface** comprising:
	+ A Foreword from the Chairman of the Civil Service Council
	+ A Message from the Head of the Civil Service
	+ An Executive Summary
* An **Introduction** consisting of:
	+ A brief Overview of the Ghana Civil Service and
	+ The Theme for the year’s Report;
* **Extracts from the National Policy Framework** covering policy statements in:
* Ghana Shared Growth and Development Agenda;
* President’s State of Nation Address; and
* Budget Statement for the review period;
* A summary of the **Sector Ministry’s programmes & achievements for the year** detailing its:
	+ Vision/ Mission statement
	+ Planned Programmes for the year
	+ Activities undertaken during the year
	+ Financial Performance during the year
	+ Sector-specific Challenges during the year
	+ Sector-specific Outlook for the following year
* **Analyses of Human Resource matters in the Service** (Staffing & Training)
	+ Total staff strength
	+ Staff movements
	+ Gender disaggregation
	+ Age distribution
	+ Training & development
* A summary of **service-wide challenges and outlook** for the following year

**THE REPORT OF SECTOR MINISTRIES**

The OHCS has observed that reports submitted by Sector Ministries most often come in different formats. The situation presents a number of difficulties in the compilation and analysis of the information and data provided. This leads to delays in the timely completion and publication of the Civil Service Annual Report.

The guidelines are therefore being issued to address these challenges and to facilitate work on this important legislative obligation. The guidelines serve to provide a standard format to enable Ministries have a clear sense of direction in understanding the requirements for the submission of their sector reports.

**THE STRUCTURE OF THE REPORT**

The outline of the Ministry’s report is as follows:

1. INITIAL SECTIONS: TABLE OF CONTENTS, ABBREVIATIONS, EXECUTIVE

SUMMARY

1. PART ONE: PROFILE OF THE SECTOR MINISTRY
2. PART TWO: HUMAN RESOURCE DATA AND ANALYSIS
3. PART THREE: PLANNED PROGRAMMES AND DELIVERY
4. PART FOUR: CHALLENGES & MITIGATING STRATEGIES
5. PART FIVE: OUTLOOK FOR 2015

**GUIDELINES FOR COMPLETION OF THE REPORT**

The reports of sector Ministries should be **submitted in both hard and soft copies**. The **INITIAL SECTIONS** of the Sector Ministry’s report should comprise the following:

* + Table of Contents

The report of the Ministry should provide a comprehensive Table of Contents with the key sections, sub-headings and corresponding page numbers captured appropriately.

* + List of Abbreviations

All abbreviated words should be captured under the list of abbreviations and arranged in an alphabetical order. However, the abbreviated word when first introduced in the main text of the report should be written in full.

* + Executive Summary

The Executive Summary should provide a synopsis of Parts 1 – 5 of the Sector Ministry’s report with sub-headings to facilitate easy reading and analysis. A greater concentration of the Executive Summary should be on the programmes and activities undertaken in the course of the year.

**PART ONE: PROFILE OF THE SECTOR MINISTRY**

This section of the report should focus on the general overview of the sector Ministry. It should start with a brief introduction, followed by an outline of the sector Ministry’s profile, namely the:

* Vision
* Mission
* Functions
* Policy objectives of the Ministry
* Organizational structure (The chart should reflect only the internal structure of the Ministry)
	+ List of Sector Departments, Agencies, Public Boards and Corporations & Public Service Organisations for which a Ministry has oversight responsibility. The list should be classified into:
		1. **Civil Service Departments**

E.g. Department of Social Welfare

* + 1. **Sub-vented Agencies**

E.g. Lands Commission

* + 1. **Public Service** Organisations

E.g. Ghana Police Service

1. Public Boards and Corporations

 E.g. Volta River Authority, Cocoa Marketing Company

* + Political and Administrative Heads of the Ministry and its Sector Departments and Agencies. The report should indicate the names of the Political Heads of Ministries, their Deputies & Chief Directors; and the Heads of Department (national level only) as per the format below:
1. **POLITICAL & BUREAUCRATIC HEADS OF THE MINISTRY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ministry** | **Political Head** | **Deputy Political Head(s)** | **Bureaucratic Head** |
| Ministry of  | Hon. Kwabena Asare | Hon………………… | Mr. Obeng Anim |
| **Period of Office** | Jan 2013 to Dec 2014 | Jan- May 2014 |  |

1. **HEADS OF DEPARTMENT AT THE NATIONAL LEVEL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Department** | **Bureaucratic Head** | **Grade** | **Period of Office** |
| 1. | Department of………. | Divine Kwapong  | Director | Jan- May 2014 |
| 2. | Department of………. | Esi Mensah | Deputy Director | May 2013– Dec.2014 |
| 3. |  |  |  |  |

**PART TWO: HUMAN RESOURCE DATA AND ANALYSIS**

In the main report, Sector Ministries are to provide short write-ups on the analysis of their Human Resource data relating to staff distribution, staff movements and staff training. The details of this information should be carefully compiled and ***must be limited only to the Ministry and its Civil Service Departments***. With regard to decentralised Departments, the list should be limited to staff at the Head Offices only. *The lists compiled for the analysis should be authenticated and duly signed by the Institutional Heads and attached as Appendices*. For easy compilation by the OHCS, the HR data should be submitted in ***Microsoft Excel*** as per **Appendices 1-3** of these Guidelines. Below are the types of the HR data to be collected.

1. **Staff Distribution – Appendix 1**
	1. Staff List indicating total staff strength
	2. Staff Categorisation
	3. Sex Distribution
	4. Age Distribution
2. **Staff Movements – Appendix 2**
	1. Recruitments/Replacements undertaken
	2. Promotions undertaken
	3. Postings undertaken
	4. Secondments
	5. Staff on Contract
	6. Leaves (Study Leave, Leave of Absence, etc.)
	7. Exits from the Service
		* Retirements
		* Resignations
		* Deaths
		* Dismissals
		* Interdictions
3. **Training & Development – Appendix 3**
	1. Scheme of Service & Competency-Based Training
	2. Workshops, Seminars & Conferences attended
	3. Academic Training Programs
	4. Summary of Cost of Training & Development Interventions

**PART THREE: PLANNED PROGRAMMES AND DELIVERY**

This section deals with the key policies, planned projects, programmes, activities and achievements of the Ministry and its Sector Institutions/Agencies. The information provided should cover details of the progress made as per the planned programmes and activities during the period under review.

The information in this section of the report should be presented in two parts. The first part should focus on the Ministry and the second part on the sector departments and agencies.

The narrative in the first part ***should focus on activities relating to the core mandate of the Ministry*** i.e. policy formulation, research, coordination, monitoring and evaluation activities as well as the implementation of national/strategic programmes and initiatives. Issues relating to sector-wide reform initiatives (e.g. Public Sector Reforms, National Governance Projects, Legal/Legislative Reforms, etc.) should also be captured.

The narrative in the second part should focus on the planned programmes and activities of the **sector departments and agencies** and the results emanating from their implementation.

Templates to capture the work of Ministries and sector institutions within the reporting period have been attached as **Appendices 4-5** of these Guidelines. These are intended to provide a quick overview of programmes and progress made.

***\*\*\**(K*indly note that a repetition of the previous year’s achievements will not be captured in the 2013 Annual Performance Report.*)**

The report is also expected to cover an analysis of the Financial Performance of the Ministry and its sector departments and agencies during the period under review. The report should indicate the approved budget for the entire sector, the total budgetary releases and the actual expenditures made. The report should also cover internally generated funds (IGF) as well as funds received from Development Partners in the implementation of its policies, programmes and projects. Any significant changes or challenges should also be captured.

The template for Financial Performance is attached as **Appendix 6**.

**PART FOUR: CHALLENGES & MITIGATING STRATEGIES**

The report of the Ministry should provide a summary of the major challenges encountered by the Ministry and its sector Departments and Agencies in implementing their work plans during the period under review (2014) and the strategies for overcoming them. This should be submitted in the format below:

|  |  |
| --- | --- |
| **SECTOR KEY CHALLENGES** | **MITIGATION STRATEGY** |
|  |  |
|  |  |
|  |  |

**NOTE:** More than one mitigating strategy may be stated to address an identified challenge

**PART FIVE: FORWARD LOOK FOR 2015**

The Ministry should provide a list of the strategic and top priority areas that have been programmed for 2014 for the entire sector**.** This list may be derived from the Strategic Plans for the sector.

**APPENDICES:**

**Appendix 1 - STAFF DISTRIBUTION**

1. **STAFF LIST OF (MINISTRY/DEPARTMENT)**

**PLEASE NOTE THE FOLLOWING: The list of staff must be arranged in order of classes and with respect to seniority.**

**All names must also be written with the “first names” first**



**Head of MDA (Name): ……………………………………………………………….. Signature: ……………………………………………………………… Date: ………………………**

1. **STAFF CATEGORISATION (MINISTRY/DEPARTMENT)**

****

NOTE: SENIOR STAFF REFERS TO SENIOR EXECUTIVE OFFICERS AND ANALOGOUS GRADES AND ABOVE

 JUNIOR STAFF REFERS TO HIGHER EXECUTIVE OFFICERS AND ANALOGOUS GRADES AND BELOW

1. **SEX DISTRIBUTION (MINISTRY/DEPARTMENT)**



1. **AGE DISTRIBUTION (MINISTRY/DEPARTMENT)**

****

**APPENDIX 2 - STAFF MOVEMENTS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Staff No.** | **Name of Officer** | **M/F** | **Grade** | **Date of First Appointment** | **Mode of Recruitment** |
| **New Entrants** | **Replacement** |
| **Yes/No** | **Name of Officer Replaced** | **Grade** | **M/F** | **Staff No.** |
| 1. | 12095 | Kate Andrews |  F | Asst Dir IIB | 01/10/13 | Yes | - |  | - | - |
| 2. | 99127 | Kwami Kojo | M | Technical Officer Grade III | 01/03/13 | - | Kwami Alovi | Tech. Off. Grade I | M | 92318D |

1. **RECRUITMENTS UNDERTAKEN**
2. **PROMOTIONS UNDERTAKEN (MINISTRY/DEPARTMENT)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Staff No.** | **Name of Officer** | **Sex****M/F** | **Previous Grade** | **Current Grade** | **Notional Date** | **Substantive****Date** |
| 1. | 14456 | William Boateng | M | Asst. Director I | Deputy Director | 15/02/14 | 20/06/14 |
| 2. | 65789 | Derik Wiredu | M | Driver Grade II | Driver Grade I | 15/02/14 | 20/06/14 |

1. **POSTINGS UNDERTAKING**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Staff No.** | **Name of Officer** | **Sex****M/F** | **Grade** | **Posting From** | **Posting****To** | **Effective Date of Posting** | **Release Date** | **Date of Assumption** |
| 1 | 144566 | William Boateng | M | Economics Officer | MOF | OHCS | 15/03/14 |  17/03/14 | 20/03/14 |
| 2 | 876783 | Linda Offei | F | Asst. Information Officer | MOI | MOH |  30/09/14 | 30/09/14  | 01/10/14 |

1. **STAFF ON SECONDMENT**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Staff No.** | **Name of Officer** | **Sex****M/F** | **Grade** | **Seconded From** | **Seconded To** | **No. of years seconded** | **Start Date**  | **End Date** | **Remarks** |
| 1 | 456783 |  Ransford Williams | M | Asst. Director I | MoF | BoG | 1 Yr | 30/06/14 | 01/07/15 |  - |
| 2 | 223245 | Kofi Mensah | M | Snr. Mgt. Analyst  | MSD | PSC | 2 Yrs | 02/01/13 | 03/01/15 |  - |

NOTE: The Ministry should also report on Civil Servants in other public service organisations who are not deemed to be

on Secondment.

1. **STAFF ON CONTRACT**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Staff No.** | **Name of Officer** | **Sex****M/F** | **Grade** | **Duration** | **Start Date**  | **End Date** |
| 1 | 823450 | Rebecca Tagoe | F | Director  | 2 Yrs | 29/10/13 | 28/10/15 |
| 2 | 592701 | Kofi Banahene | M | Chief Personnel Offr | 1 yr | 15/04/13 | 14/04/14 |

1. **LEAVES**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Staff ID** | **Name of Officer** | **Grade** | **Type of Leave** | **Duration** | **Start Date** | **End Start** |
| 1. | 24573 | Michael Asare | Dep. Director | Leave of Absence | 6 Months | 09/03/14 | 27/09/15 |
| 2. | 989766 | Ernestina Oklu | Commercial Trade Officer | Study Leave | 1 Year | 12/01/14 | 18/12/15 |
| 3. | 322445 | Rita Boafo | Executive Officer | Study Leave | 2 Year | 20/06/13 | 21/06/15 |

1. **STAFF WHO EXITED THE SERVICE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Staff No.** | **Name** | **M/F** | **Grade** | **Date** | **REASON** |
| **Retirement** | **Resignation** | **Dismissal** | **Interdiction** | **Death** | **\*Other** |
| 1. | 758589 | Elvis Ali | M | Chief Engineer  | 29/11/13 | - | - | - |  | - | - |
| 2. | 563678 | Adorbor Ali | M | Chief Planning Officer | 23/08/13 |  | - | - | - | - | - |
| 3. | 565775 | Doris Adjei | F | Asst. Dir IIB | 30/12/13 | - | - | - | \_ | - | Voluntary Retirement |

**APPENDIX 3 - TRAINING & DEVELOPMENT (MINISTRY & DEPARTMENTS)**

1. **Scheme of Service and Competency-Based Training Programs 2014**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **STAFF No.** | **Name of Officer** | **Grade** | **Sex****M/F** | **Course of Study** | **Institution** | **Duration** | **Start****Date** | **End****Date** | **Funding** |
| **GoG** | **DP** |
| 1 | 22987 | Agnes Tia | Asst. Budget Analyst | F | Strategic Planning | CSTC | 5 Weeks | 01/07/14 | 06/08/14 |  | - |
| 2 | 32768 | Pearl Adu-Addy | Asst Dir. IIA | F | Diploma in Public Admin. | GIMPA | 16 Weeks | 01/09/14 | 22/12/14 | - |  |

1. **Workshops, Seminars and Conferences Undertaken in 2014**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **STAFF No.** | **Name of Officer** | **Grade** | **M/F** | **Programme Title** | **Institution** | **Duration** | **Start****Date** | **End****Date** | **Funding** |
| **GoG** | **DP** |
| 1. | 22356 | Eric Abban | Social Devt Officer | M | Workshop on Child Labour | MELR  | 1 Day | 15/05/14 | 15/05/14 |  | - |
| 2. | 32768 | Kofi Mahama | Comm. Devt. Officer | M | Seminar on Water Mgt. | CWSC | 6 Weeks | 01/07/14 | 11/08/14 | - |  |

1. **Academic Training Programs**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **STAFF No.** | **Name of Officer** | **Grade** | **M/F** | **Course of Study** | **Institution** | **Duration** | **Start Date** | **End Date** | **Funding** | **Study Leave** |
| **Self** | **GoG** | **DP** | **With Pay** | **Without Pay** |
| 1. | 327682 | Ben Keasi | Snr. Exec Officer | M | BA Political Science | University of Ghana | 3 Years | 02/01/13 | 30/02/16 |  | - | - | - |  |
| 2. | 229873 | Irene Abedi | Econs Officer | F | MSc Economics | University of Cape Coast | 2 Years | 04/04/13 | 05/05/15 | - | - |  |  | - |
| 3. | 567764 | Joseph Oti | Asst Dir. I |  | M.A. Global Public Admin. | Seoul Nat Uni. S. Korea | 2 Years | 20/06/13 | 30/07/15 | - | - |  |  | - |

**\*Note: Kindly indicate the name of the Donor Partner(s) (DP) funding the training programme.**

1. **SUMMARY OF COST OF TRAINING & DEVELOPMENT INTERVENTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| NO | TYPE OF TRAINING | COST OF TRAINING | TOTAL |
| GOG | DONOR |
| 1 | Scheme of Service & Competency Based |  |  |  |
| 2 | Workshops, Seminars & Conf |  |  |  |
| 3 | Academic Training |  |  |  |
|  | TOTAL |  |  |  |

**Appendix 4**

**HIGHLIGHTS OF ACHIEVEMENTS OF THE MINISTRY OF............**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **POLICIES** | **POLICY OBJECTIVE(S)** | **EXPECTED OUTPUT(S)** | **BASELINE****INDICATORS (AS AT DEC. 2013)** | **TARGET FOR THE YEAR** **(2014)** | **2014 ACTIVITIES UNDERTAKEN** | **START DATE**(2014) | **END DATE**(2014) | **ACTUAL RESULTS FOR 2014** | **CHALLENGES/****REMARKS** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**NOTE:** Ministries are not limited to one policy objective or one expected output per the stated policy.

The activities, targets, baseline indicators and expected outputs should be related to the policies.

**Appendix 5**

**HIGHLIGHTS OF PROGRAMMES AND ACHIEVEMENTS OF SECTOR DEPARTMENTS/AGENCIES**

**NAME OF DEPT./AGENCY:** ………………………….

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PROGS/ PROJECTS** | **OBJECTIVES** | **EXPECTED OUTPUT(S)** | **BASELINE INDICATORS****(AS AT DEC. 2013)** | **TARGET FOR THE YEAR** **(2014)** | **2014 ACTIVITIES UNDERTAKEN** | **START DATE**(2014) | **END DATE** (2014) | **COLLAB PARTNER(S) & SOURCES OF FUNDING** | **ACTUAL RESULTS** | **CHALLENGES/****REMARKS** |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

NOTE: Kindly ensure to differentiate programmes from projects.

The actual results in both **Appendices 6-7** should reflect the achievements attained **\*\*\*within the reporting period\*\*\*** and not from the start dates of indicated projects, programmes and activities especially if these begun before the reporting period. An explanation of institutions inability to meet set targets should be stated.

**Appendix 6**

**FINANCIAL PERFORMANCE**

|  |  |
| --- | --- |
|  **SOURCE** | **2014** |
| **MINISTRY** |
| **APPROVED BUDGET (GH¢)** | **ACTUAL RECEIPTS (GH¢)** | **ACTUAL EXPENDITURE (GH¢)** |
| **1** | **GoG**  |
|  | Compensation of Employees |  |  |  |
| Use of Goods & Services |  |  |  |
| Non-financial Assets |  |  |  |
| **2** | **IGF** |  |  |  |
| **3** | **DEV’T PARTNERS** e.g. |
|  | DANIDA |  |  |  |
| JICA |  |  |  |
| World Bank |  |  |  |
|  | OTHER (SPECIFY) |  |  |  |
|  | **TOTAL** |  |  |  |