**OFFICE OF THE HEAD OF THE CIVIL SERVICE**

**GUIDELINES AND TEMPLATES FOR THE PREPARATION AND SUBMISSION OF 2021 ANNUAL PERFORMANCE REPORTS BY SECTOR MINISTRIES**

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**OCTOBER 2021**

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1. **INTRODUCTION**

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

To enable the Head of the Civil Service achieve the above legislative directive and 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 to be submitted to the Office of the Head of Civil Service (OHCS) by ***14thJanuary, 2022.***

* 1. **THE REPORT OF SECTOR MINISTRIES AND EXTRA MINISTERIAL ORGANISATIONS**

These Guidelines and Templates for the preparation and submission of the 2021 Annual Performance Reports by Sector Ministries are being issued to facilitate the work of the OHCS on this important legislative duty. It is intended 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. It is also to ensure consistency in reporting format submitted by Sector Ministries. The reports of sector Ministries shall be **submitted in soft copies with the subject title: ‘2021 Annual Performance Report’ to** [**csapr@ohcs.gov.gh**](mailto:csapr@ohcs.gov.gh) **and copied to** [**benedict.boadi@ohcs.gov.gh**](mailto:benedict.boadi@ohcs.gov.gh)

The specifications indicated below must be strictly adhered to:

* Margin sizes - 1” at the top, bottom and sides
* Font type - Times New Roman
* Font size - 12 Point
* Spacing - Single line
* Section Titles - Upper case and bold
* Page numbering - indicate at bottom current page number out of total pages, e.g. *page 10 of 20*
  1. **OUTLINE OF THE REPORT**

The **SECTIONS** of the Sector Ministry’s report should comprise the following:

* + 1. **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.

* + 1. **List of Acronyms**

All acronyms should be captured under the list of acronyms and arranged in alphabetical order. **However, the acronym should be written in full** when it **is first introduced in the main text of the report.**

* + 1. **Executive Summary**

The Executive Summary should provide detailed but concise information on Parts 1 – 5 of the Sector Ministry’s report with sub-headings to facilitate easy reading, analysis and appreciation of the Sector’s performance. More emphasis should be placed on highlights of key achievements and outcomes if any, on-going Reforms and indicators in the Sustainable Development Goals (SDGs), the challenges and the forward look.

1. **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 about the sector, its mandate (legal instruments and purpose), if any, followed by an outline of the sector Ministry’s profile, namely the:

* Vision
* Mission
* Functions
* Organizational structure of the Sector Ministry

Short notes on how the Ministry is organized, the structures, Directorates, Units, Sections and provide a description of their functions, responsibilities and staffing. (Attach organogram)

* + List of Sector Departments, Agencies, Public Boards and Corporations and Public Service Organisations for which a Ministry has oversight responsibility. The list should be classified into:
    1. **Civil Service Departments**

E.g. Department of Gender

Kindly indicate which departments are decentralized. In addition, provide a breakdown of the Institutions of the decentralized departments that are remaining at the National level.

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

E.g. Lands Commission

* + 1. **Public Service** **Organizations**

E.g. Ghana Health Service

1. **Public Boards and Corporations**

**POLITICAL AND ADMINISTRATIVE HEADS OF THE MINISTRY AND ITS SECTOR DEPARTMENTS**

The report should indicate the names of the Political Heads of Ministries, their Deputies, Chief Directors; and the Heads of Department (at national level only, **excluding non-Civil Service Organisations**) as per the format below:

|  |  |  |
| --- | --- | --- |
| **Position** | **Name** | **Period in Office** |
| **Hon Minister** |  |  |
| **Deputy Minister(s)** |  |  |
| **Bureaucratic Head** |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Name of Department** | **Name of Bureaucratic Head** | **Substantive Grade** | **Period of Office** |
| 1. | Department of ……… | ……………………. | Director | Jan 2019-…………. |

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

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 and how this impacted on the performance of the Ministry**. This information ***must be limited only to the Ministry and its Civil Service Departments***.

The HR data should be submitted in ***Microsoft Excel format* ONLY** as per the templates provided in **Appendixes 1-3** of these Guidelines.

Below are the types of the HR data to be collated.

1. **Staff Distribution – Appendix 1**
   1. Updated List of Staff indicating total strength
   2. Occupational groups (indicate total number of staff in each class)
   3. Total number of Senior & Junior Staff
   4. Sex Distribution
   5. Age Distribution
   6. Grade level
   7. Total number of professional and sub-professional

*The lists compiled for the analysis should be authenticated and duly signed by the Institutional Heads and attached as Appendices*

1. **Staff Movements – Appendix 2**
   1. Recruitments/Replacements undertaken disaggregate by sex, class and grade level
   2. Promotions undertaken disaggregate by sex, class and grade level
   3. Postings undertaken disaggregate by sex, class and grade level
   4. Upgrading undertaken disaggregate by sex, class and grade level
   5. Conversion undertaken disaggregate by sex, class and grade level
   6. Secondments disaggregate by sex, class and grade level
   7. Staff on Contract disaggregate by sex, class and grade level
   8. Leaves (Study Leave, Leave of Absence, etc.) disaggregate by sex, class and grade level
   9. Exits from the Service
      * Retirements disaggregate by sex, class and grade level
      * Resignations disaggregate by sex, class and grade level
      * Deaths disaggregate by sex, class and grade level
      * Dismissals disaggregate by sex, class and grade level
      * Interdictions disaggregate by sex, class and grade level
2. **Training & Development – Appendix 3**
   1. Scheme of Service & Competency-Based Training
   2. Workshops, Seminars & Conferences attended
   3. Academic Training Programmes
   4. Summary of Cost of Training & Development Interventions
3. **PART THREE: KEY ACHIEVEMENT, REFORMS AND SUSTAINABLE DEVELOPMENT GOALS (SDGs) OF THE SECTOR**

This section deals with the **key policies, achievements, reforms and SDGs** of the Sector. The information provided should cover details of the progress made as per the planned programmes (Action Plan) during the period under review. It should detail out the updates of the on-going Reforms and implementation of SDGs by the Sector.

* 1. **KEY ACHIEVEMENTS**

The narrative on the Ministry ***should focus on six (6) KEY ACHIEVEMENTS*** *relating to its core mandate and Annual Action Plan* i.e. three (3) from Minister’s priority areas and three (3) on the Sector’s. The Sector’s, achievements should include that of Departments and Agencies’ achievements which have impacted on the Sector’s performance as well as the socio-economic development of the nation. Kindly note that the report on the year’s achievements should not be bulleted but should be presented in narrative form to give overview of what was planned and has been accomplished. The narrative should include areas listed below:

* The Policy and its intended objectives;
* The specific programme/project being pursued under the broad policy;
* What are the expected outputs;
* Baseline (what the status was as at Dec 2020);
* Targets (what was set out to be undertaken in 2021)
* What the Sector was able to implement during the reporting year; and
* What were the actual results/outcomes (achievements)?

**(K*indly note that a repetition of key achievements COMPLETED in previous years should not be captured in the 2021 Annual Performance Report. However, uncompleted projects and programs reported on in previous years need to be accounted for.)***

***Achievements should be summarised using the table as a guide.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Achievement (Policy, project or programme)** | **Start date** | **Status of work done for each year** | **Outputs for 2021** | **Outcome(s) (Should be listed or bulleted)** |
|  | ***Online Recruitment Process*** | ***2017*** | ***2019:***  7,196 applicants received invitations through the e-application and 4,890 verified and confirmed their participation. | * ***System used to assess Civil Service and NIA applicants*** * ***2nd stage for Civil Service applicants for 2022 recruitment completed. Results yet to be produced.*** | * OHCS saved cost and time in conducting its recruitment. * Reduced opportunities for collusion, nepotism and corruption in the recruitment process * Increased public trust in the government, and improved public policy implementation * Enabled OHCS to conduct Induction Training Programme for large no. of new recruits |
| ***2020:***   * 2 online recruitment exercise were conducted * 20,537 candidates applied online through the e-application system out of which 1,212 were recruited. |
| ***2021:***   * ***50,000 applicants applied out of which 30,000 went through the online assessment process*** |
|  |  |  | ***2019:*** |  |  |
| ***2020:*** |  |
| ***2021:*** |

* 1. **REFORMS**

This section looks at reforms undertaken from 2016 to date relating to the Sector Ministry’s core functions. The Reforms referred to are ***conscious, well-considered change that are carried out in a public sector organisation or system for improving its structure, operations or the quality of its workforce.***

Examples, Online Promotion exercise, E-Recruitment, Web and mobile-based applications and associated support to facilitate access to passport office services, Digitization of land title processes to improve land administration systems. etc

The purpose of this exercise is to assist the OHCS coordinate the REFORMS activities in the entire Civil Service. To this end, please provide the following:

* Are there any reform activities being undertaken in your Ministry/Department?
* What type of reform activity is being undertaken?
* How long is it expected to last?
* What is the status of implementation?
* Are there any indicators to monitor the reform activities?

Kindly update the Office with the list and the status of implementation, challenges encountered and any mitigating strategies to address the challenges.

**This can be captured in the table below:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NO.** | **REFORMS** | **TYPE OF REFORM** | **NO. OF DATE OF COMMENCEMENT** | **Baseline (As at December 2020)** | **STATUS OF IMPLEMENTATION (Specific activities undertaken in 2021)** | **IMPACT OF REFORM** | **INDICATORS TO MONITOR THE REFORMS** | **CHALLENGES** | **MITIGATING STRATEGY** |
| 1. **.** | Automated Permit Issuance | ICT | 2018 | 12 million records digitized at the Births and Deaths Registry |  | Time and cost in issuance of Permit reduced to 30 days | Time and cost in the issuance of Permits  30 days for Construction Permits and 1 day for Business Operating Permits | Financial Constraints | Provision of adequate and timely budgetary support for the implementation of recommendations |
|  | Introduction of Alternative Livelihood Programme (Oil Palm Plantation Development) to address the incidence of illegal mining | Social Protection | 2017 | The Minerals Commission procured and distributed 1,120,000 oil palm seedlings to beneficiary farmers in the Eastern and Ashanti Regions.  10,010ha area of oil palm plantation was also established |  | Provision of an alternative livelihood for illegal miners in the Eastern Region | 1.5 Million Oil palm seedlings to be distribute to beneficiaries  For 33,044 individual beneficiaries | Lack of land for the beneficiary farmers (those involved in Galamsey) to embrace the programme | The Ministry is liaising with Traditional Authority to give out lands to the youth at affordable cost |

* 1. **SUSTAINABLE DEVELOPMENT GOALS (SDGs)**

**Provide data on the implementation of the relevant SDGs by Sector Ministries.**

* **The SDGs being implemented**
* **Indicators used to monitor the SDGs**
* **Status of implementation**
* **Challenges**
* **Mitigating strategies to address the challenges**

**This can be captured in the table below:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO.** | **SDGs** | **INDICATORS** | **STATUS OF IMPLEMENTATION** | **CHALLENGES** | **MITIGATING STRATEGY** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

* 1. **AFTERMATH OF COVID-19 (IMPACT ON WORK PROCESS AND PERFORMANCE)**

In response to the COVID-19 crises, the Head of Civil Service initiated the flexible working hours which is intended to allow the adjustment of working hours, days or weeks for staff. To enable OHCS assess the aftermath of the initiative, Sector Ministries are required to provide a summary on how their Ministries and Departments are managing work processes to deliver on their outputs. The summary should, among others, indicate the following:

* Availability of tools for working remotely (laptops, internet access etc)
* Strategies adopted to monitor work from home
* Assessment of targets being achieved as compared to working from the office
* Challenges and recommended solutions
  1. **FINANCIAL PERFORMANCE**

The report is also expected to cover an analysis of the Financial Performance of the Ministry and its Sector Departments during the period under review. It should indicate the approved budget for the entire Sector, the total amount released and the actual expenditures made. The Report should cover Internally Generated Funds (IGF) as well as funds received from Development Partners in the implementation of Sector policies, programmes and projects.

The template for Financial Performance reporting should be in ***Microsoft Excel format*** and attached as appendix 4.

1. **PART FOUR: CHALLENGES**

The report of the Ministry should provide a summary of the major challenges encountered by the Ministry and its sector Departments in implementing the action plans during the period under review (2021) Indicate strategies for overcoming them in the short and medium term and risk management measures. **Kindly note that the challenges should also be written in narrative form and not bulleted.**

1. **PART FIVE: PROGRAMMES AND PROJECTS 2021**

The Ministry should provide an overview of only the **STRATEGIC AND TOP PRIORITY** **AREAS** that have been programmed for 2022 for the entire sector and included in the Budget**.**

**APPENDICES:**

**APPENDIX 1 - STAFF DISTRIBUTION**

1. **STAFF LIST OF (MINISTRY/DEPARTMENT IN EXCEL FORMAT ONLY)**

**PLEASE NOTE THE FOLLOWING:**

* **All staff must be captured including staff on secondment. The list of staff must be arranged in order of Directorates/Units and with respect to seniority.**
* **All names must also be written with the “first names” first. The names should not be merged but provided according to the columns below**
* **All fields (especially the dates) must be completed using the format given**

| **Staff No.** | **Name** | | | **Sex** | **Date of Birth (DD/MM/YY)** | **Current Grade** | **Date of First Appointment (DD/MM/YY)** | **Date of Present Appointment (DD/MM/YY)** | **Highest Qualification** | **Senior/Junior Staff** | **No. of Years at Current Ministry / Dept** | **Professional / sub professional** | **Fulltime/contract staff** | **Marital status** | **Phone No.** | **Supervisor's Name** | **Supervisor's Grade** | **Supervisor's staff ID** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **First Name** | **Surname** | **Middle Name (Initials)** |
| 776654 | **Joseph** | **Danquah** |  | **M** | **17/06/62** | Chief Director | **12/11/85** | **1/10/2009** | **PhD** | Senior | **3yrs** |  |  |  |  |  |  |  |
| **FINANCE AND ADMINISTRATION DIRECTORATE (FAD)** | | | | | | | | | | |  |  |  |  |  |  |  |  |
| 564345 | Francis | Acquah |  | M | 19/09/72 | Director | 21/11/90 | 17/10/06 | MBA Admin | Senior | 4yrs |  |  |  |  |  |  |  |
| **Unit: Administration** | | | | | | | | | | | | | | | | | | |
| 435567 | Esther | Aryee |  | F | 8/11/75 | Dep. Director | 31/10/95 | 14/02/08 | MA Public Adm. | Senior | 3yrs |  |  |  |  |  |  |  |
| 345778 | Richmond | Akorli |  | M | 31/02/77 | Asst. Director. I | 15/09/03 | 19/10/12 | MBA HRM | Senior | 2yrs |  |  |  |  |  |  |  |
| **POLICY PLANNING MONITORING AND EVALUATION DIRECTORATE (PPMED)** | | | | | | | | | | |  |  |  |  |  |  |  |  |
| 290986 | Enoch | Nkansah |  | M | 24/12/80 | Director | 20/08/03 | 31/04/12 | MA Devt Studies | Senior | 4yrs |  |  |  |  |  |  |  |
| **Unit: Planning and Budgeting** | | | | | | | | | | | | | | | | | | |
| 556778 | Mavis | Asare |  | F | 22/07/80 | Asst. Planning Officer | 1/1/2006 | 18/08/10 | BA Economics | Senior | 4yrs |  |  |  |  |  |  |  |
| 454323 | Mohammed | Abass |  | M | 12/12/85 | Higher Exec Officer | 12/12/2008 | 19/10/12 | HND | Senior | 1yr |  |  |  |  |  |  |  |
| 345789 | Cecilia | Amankwah |  | F | 24/04/70 | Stenographer Gd II | 12/25/2006 | 19/10/12 | Sec Sch Cert | Junior | 1yr |  |  |  |  |  |  |  |
| **RESEARCH, STATISTICS AND INFORMATION MANAGEMENT DIRECTORATE (RSIMD)** | | | | | | | | | | |  |  |  |  |  |  |  |  |
| 467587 | Ruby | Mensah |  | F | 9/23/70 | Director | 21/11/90 | 17/10/06 | MBA Admin | Senior | 5yrs |  |  |  |  |  |  |  |
| **Unit: Research and Statistics** | | | | | | | | | | | | | | | | | | |
| 256363 | Isaac | Addo |  | M | 1/6/1990 | Executive Officer | 10/1/2012 | 10/1/2012 | Diploma | Junior | 1yr |  |  |  |  |  |  |  |
| 797077 | Benjamin | Mills |  | M | 13/04/1991 | Executive Officer | 1/1/2006 | 18/08/10 | Diploma | Junior | 1yr |  |  |  |  |  |  |  |

**Summary**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **Directorate/Unit** | **Male** | **Female** |
|  | **Research, Statistics and information Management Directorate** | 1 |  |
|  | **Research and Statistics Unit** | 2 | 1 |
|  | **ICT Unit** | 1 | 2 |
|  | **Information Management Unit** | 1 | 1 |
|  | **Sub Total (RSIM)** | **5** | **4** |
|  | **Human Resource Management and Development Directorate** |  | 1 |
|  | **HR Planning Unit** | 2 | 2 |
|  | **Performance Management Unit** | 1 | 1 |
|  | **Training and Development Unit** | 2 | 1 |
|  | **Sub Total (HRMD)** | **5** | **5** |
|  | **GRAND TOTAL** | **10** | **9** |

**Head of M/D (Name): ……………………………… Signature: ………………………… Date: ………………………**

1. **AGE CATEGORISATION – Should be done separately for Ministry and the Departments**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Grade and analogous** | **20 -29** | | **30-39** | | **40-49** | | **50-59** | | **60+** | |
| **Male** | **Fem** | **Male** | **Fem** | **Male** | **Fem** | **Male** | **Fem** | **Male** | **Fem** |
| **Professional** |  |  |  |  |  |  |  |  |  |  |
| **Chief Director** |  |  |  |  |  |  |  |  |  |  |
| **Director / Analogous** |  |  |  |  |  |  |  |  |  |  |
| **Deputy Director / Analogous** |  |  |  |  |  |  |  |  |  |  |
| **Assistant Director I Analogous** |  |  |  |  |  |  |  |  |  |  |
| **Assistant Director IIA / Analogous** |  |  |  |  |  |  |  |  |  |  |
| **Assistant Director IIB / Analogous** |  |  |  |  |  |  |  |  |  |  |
| **Sub Total** |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **Sub Professionals** |  |  |  |  |  |  |  |  |  |  |
| **Chief Executive Officer and Analogous** |  |  |  |  |  |  |  |  |  |  |
| **Assistant Chief Executive Officer and Analogous** |  |  |  |  |  |  |  |  |  |  |
| **Principal Executive Officer and Analogous** |  |  |  |  |  |  |  |  |  |  |
| **Senior Executive Officer and Analogous** |  |  |  |  |  |  |  |  |  |  |
| **Higher Executive Officer and Analogous** |  |  |  |  |  |  |  |  |  |  |
| **Executive Officer and Analogous** |  |  |  |  |  |  |  |  |  |  |
| **Others (All those lower than Executive Officers)** |  |  |  |  |  |  |  |  |  |  |
| **Sub Total** |  |  |  |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |  |  |  |

The analogous could be determined using the salary levels. Those in between should be aligned to the next lower levels

**APPENDIX 2 - STAFF MOVEMENTS**

1. **RECRUITMENTS UNDERTAKEN (IN EXCEL FORMAT ONLY)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **List of Officers Recruited (2021)** | | | | | | |
|
| **S/N** | **Staff No.** | **Name of Officer** | **M/F** | **Grade** | **Date of First Appointment** | **Class** |
| 1. | 12095 | Kate Andrews | F | Asst Dir IIB | 01/10/17 | Administrative |
| 2. | 99127 | Kwami Kojo | M | Technical Officer Grade III | 01/03/17 | Engineering |

1. **PROMOTIONS UNDERTAKEN (MINISTRY/DEPARTMENT IN EXCEL FORMAT ONLY)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Staff No.** | **Name of Officer** | **Sex**  **M/F** | **Promotion History** | **Current Grade** | **Notional Date** | **Substantive**  **Date** |
| 1. | 14456 | William Boateng | M | Asst. Director I | Deputy Director | 15/02/18 | 20/06/18 |
|  | | | | Asst. Director IIA |  | 15/02/15 | 20/06/15 |
| Asst. Director IIB |  | 15/02/12 | 20/06/12 |
| 2. | 65789 | Derik Wiredu | M | Driver Grade II | Driver Grade I | 15/02/16 | 20/06/17 |

1. **POSTING HISTORY(IN EXCEL FORMAT ONLY)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Staff No.** | **Name of Officer** | **Sex**  **M/F** | **Grade** | **Posting From (History)** | **Posting**  **To (History)** | **Region** | **Effective Date of Posting** | **Release Date** |
| 1 | 144566 | William Boateng | M | Senior Budget Analyst | MOF | MELR | Western | 15/03/17 | 17/03/17 |
|  | | | | | Min. of Trade | MOF | Central | 12/03/15 | 23/04/15 |
| 2 | 876783 | Linda Offei | F | Asst. Information Officer | MOI | MOH |  | 30/09/17 | 30/09/17 |

1. **STAFF WHO HAVE BEEN UPGRADED (IN EXCEL FORMAT ONLY)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Staff No.** | **Name of Officer** | **Sex**  **M/F** | **Date of First Appointment** | **Previous Grade** | **New Academic Qualification** | **Current Grade** | **Effective Date of new grade** |
| 1 | 674844 | Nana Bonsu | M | 1/12/2000 | Senior Info. Assistant | Bachelor in Communication Studies | 15/03/17 | 17/03/17 |
| 2 | 674448 | Samilia Sakordie | F | 27/09/2014 | Stenographer Grade II | HND in Secretary ship and Management | 30/09/17 | 30/09/17 |

1. **STAFF WHO HAVE BEEN CONVERTED (IN EXCEL FORMAT ONLY)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Staff No.** | **Name of Officer** | **Sex**  **M/F** | **Previous Class** | **Academic Qualification** | **Current Class** | **Effective Date** |
| 1 | 876522 | Lucy Dankwa | M | Information Class | Bachelor in Communication Studies | Programme Class | 02/10/2017 |

1. **STAFF ON SECONDMENT (IN EXCEL FORMAT ONLY)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | MoEn | Energy Commission | 1 Year | 30/06/16 | 01/07/17 | - |
| 2 | 223245 | Kofi Mensah | M | Snr. Mgt. Analyst | MSD | PSC | 2 Years | 02/01/16 | 03/01/18 | - |

1. **STAFF ON CONTRACT (IN EXCEL FORMAT ONLY)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Staff No.** | **Name of Officer** | **Sex M/F** | **Grade** | **Duration** | **Start Date** | **End Date** |
| 1 | 823450 | Rebecca Tagoe | F | Director | 2 years | 29/04/17 | 28/04/19 |
| 2 | 592701 | Kofi Banahene | M | Chief Personnel Officer | 1 year | 15/10/17 | 14/04/18 |

1. **STUDY LEAVE/LEAVE OF ABSENCE (IN EXCEL FORMAT ONLY)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Staff ID** | **Name of Officer** | **Grade** | **Type of Leave** | **Years Bonded** | **Duration** | **Start Date** | **End Date** | **Remark** |
| 1. | 24573 | Michael Asare | Dep. Director | Leave of Absence | 2 Years | 6 Months | 09/03/21 | 27/09/21 |  |
| 2. | 989766 | Ernestina Oklu | Commercial Trade Officer | Study Leave | 5 Years | 1 Year | 12/01/21 | 18/12/21 |  |
| 3. | 322445 | Rita Boafo | Executive Officer | Study Leave | 3 Years | 2 Year | 20/06/21 | 21/06/23 |  |

1. **STAFF WHO EXITED THE SERVICE (IN EXCEL FORMAT ONLY)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Staff No.** | **Name** | **M/F** | **Grade** | **Date** | **REASON FOR EXIT** | | | | | |
| **Retirement** | **Resignation** | **Dismissal** | **Interdiction** | **Death** | **Other** |
| 1. | 758589 | Elvis Binka | M | Chief Engineer | 29/11/17 | - | - | - |  | - | - |
| 2. | 563678 | Adorkor Ali | M | Chief Planning Officer | 23/08/17 |  | - | - | - | - | - |
| 3. | 565775 | Doris Adjei | F | Asst. Dir IIB | 30/12/17 | - | - | - | \_ | - | Voluntary Retirement |

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

1. **Scheme of Service and Competency-Based Training Programs in 2021 (EXCEL FORMAT ONLY)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | 01/07/17 | 06/08/17 |  | - |
| 2 | 32768 | Pearl Adu-Addy | Asst Dir. IIA | F | Diploma in Public Admin. | GIMPA | 16 Weeks | 01/09/17 | 22/12/17 | - |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

1. **Workshops, Seminars and Conferences Undertaken in 2021 (EXCEL FORMAT ONLY)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | 15/05/17 | 15/05/17 |  | - |
| 2. | 32768 | Kofi Mahama | Comm. Devt. Officer | M | Seminar on Water Mgt. | CWSC | 6 Weeks | 01/07/17 | 11/08/17 |  |  |

1. **Academic Training Programs (EXCEL FORMAT ONLY)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **STAFF NO.** | **NAME OF OFFICER** |  | **GRADE** | **M/F** | **COURSE OF STUDY** | **INSTITUTION** | **DURATION** | **FULL/PART**  **TIME** | **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 |  | 02/01/16 | 30/02/18 |  | - | - | - |  |
| 2. | 229873 | Irene | Abedi | Econ. Officer | F | MSc Economics | University of Cape Coast | 2 Years |  | 04/04/13 | 05/05/15 | - | - |  |  | - |
| 3. | 567764 | Joseph Oti |  | Asst Dir. I | M | 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 (EXCEL FORMAT ONLY)**

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

**Appendix 4**

**2021 FINANCIAL PERFORMANCE (EXCEL FORMAT ONLY)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SOURCE** | | **APPROVED BUDGET (GH¢)** | **AMOUNT RELEASED (GH¢)** | **ACTUAL EXPENDITURE (GH¢)** | **VARIANCE** |
|  | **GOG** | A | B | C | **D=(A-B)** |
| 1 | Compensation of Employees |  |  |  |  |
| Use of Goods & Services |  |  |  |  |
| CAPEX |  |  |  |  |
| **2** | **IGF** |  |  |  |  |
| **3** | **DEV’T PARTNERS** e.g. | | | | |
|  | DANIDA |  |  |  |  |
| JICA |  |  |  |  |
| World Bank |  |  |  |  |
| Others |  |  |  |  |
|  | **TOTAL** |  |  |  |  |