****

**REPORTING GUIDELINES AND TEMPLATES FOR THE PREPARATION AND SUBMISSION OF 2023 ANNUAL PERFORMANCE REPORT BY SECTOR MINISTRIES**

**NOVEMBER 2023**

[Document subtitle]

Table of Contents

[**1.0.** **INTRODUCTION** 2](#_Toc148952637)

[**1.1.** **THE REPORT OF SECTOR MINISTRIES** 2](#_Toc148952638)

[**1.2.** **OUTLINE OF THE REPORT** 2](#_Toc148952639)

[**2.0.** **PART ONE: PROFILE OF THE SECTOR MINISTRY** 3](#_Toc148952640)

[**3.0.** **PART TWO: HUMAN RESOURCE DATA AND ANALYSIS** 4](#_Toc148952641)

[**4.0.** **PART THREE: KEY ACHIEVEMENT, REFORMS AND SUSTAINABLE DEVELOPMENT GOALS (SDGs) OF THE SECTOR** 5](#_Toc148952642)

[**4.1.** **KEY ACHIEVEMENTS** 5](#_Toc148952643)

[**4.2.** **REFORMS** 6](#_Toc148952644)

[**4.3.** **SUSTAINABLE DEVELOPMENT GOALS (SDGs)** 7](#_Toc148952645)

[**4.4.** **FINANCIAL PERFORMANCE** 8](#_Toc148952646)

[**5.0.** **PART FOUR: CHALLENGES** 8](#_Toc148952647)

[**6.0.** **PART FIVE: PROGRAMMES AND PROJECTS 2024** 8](#_Toc148952648)

[**APPENDICES:** 9](#_Toc148952649)

1. **INTRODUCTION**

Section 85 (1) of the Civil Service Act, 1993 (PNDC Law 327), stipulates that the Head of the Civil Service must, within three months after the end of each year on December 31st, compile an Annual Report to assess the performance of various Ministries and Departments over the past twelve months.

As a result of this requirement, Sector Ministries are required to prepare their Annual Performance Reports (APRs) and submit them to the Office of the Head of the Civil Service. The OHCS subsequently reviews and consolidates these sector reports to create a comprehensive Civil Service Annual Performance Report, which is then submitted to the presidency.

Therefore, it is imperative that all Sector Ministries submit their reports to the Office of the Head of Civil Service no later than ***Friday, January 12, 2024,*** to facilitate the development of the 2023 Civil Service Annual Performance Report.

* 1. **THE REPORT OF SECTOR MINISTRIES**

The 2023 APR Reporting Guidelines and Templates have been developed to streamline and facilitate the process of preparing and submitting the Annual Performance Reports by Sector Ministries. The primary objective of these Guidelines and Templates is to establish a standardized framework that will assist Ministries in comprehending the necessary steps and criteria for submitting their Sector reports.

Sector Ministries are encouraged to utilize these Guidelines and Templates diligently to ensure a smooth and standardized process for the submission of the 2023 Annual Performance Reports. The reports of Sector Ministries shall be submitted in soft copies with the subject title: **‘2023 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 Sector 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 comprehension of the Sector’s performance. More emphasis should be placed on highlights of key achievements and outcomes if any, and the status of implementation of any new and existing reforms implemented in 2023.Additionally, the summary should reflect an overview of SDG implementation, challenges and forward look of the entire Service.

The executive summary should highlight the following;

* A brief on the profile of the sector Ministries
* Key achievements of the sector
* Key update on sector reforms
* Implementation of SDGs
* Key challenges
* Foreword 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 framework and purpose), if any, followed by an outline of the Sector Ministry’s profile, namely the:

* Vision
* Mission

Short notes on how the Ministry is organized, the structures, Directorates, Units, Sections and 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 (where applicable). 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**

**E.g. The Petroleum Commission**

**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 (chief director)** |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Name of Department** | **Name of Head of Dept.** | **Substantive Grade** | **Period in Office (Assumption date as head of Dept.)** |
| 1. | Department of ……… | ……………………. | Director | Jan 2021-……… |

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. **No column of the excel template should be left blank. All information about staff including correct staff numbers of officers should be provided.**

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. Secondment/Study leave with or without pay
   8. Contract
   9. 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 transfer
   8. Staff on Contract disaggregate by sex, class and grade level
   9. Leaves (Study Leave, Leave of Absence, etc.) disaggregate by sex, class and grade level
   10. Exits from the Service (indicating specific date of exit disaggregated by sex and grade level)
       * Retirements
       * Resignations
       * Deaths
       * Dismissals
       * Interdictions
       * Vacation of post
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, new 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 implementation of SDGs by the Sector.

* 1. **KEY ACHIEVEMENTS**

Ministry's key achievements should be presented in a clear and informative manner, covering six (6) key achievements: three (3) each from the Minister's and the Sector’s priority areas. Each achievement should be detailed and include the following components:

* **The Policy and Its Intended Objectives**: Explain the policy or strategic initiative under which the achievement falls and indicate the overarching objectives and goals of this policy.
* **The Specific Programme/Project:** Specify the particular program or project that was pursued as part of this policy detailing the scope and purpose of the program or project.
* **Targets (set for 2023)**  Explain what the Ministry intended to accomplish within the year.
* **Baseline (Status as of Dec 2022):** Provide an overview of the starting point or the situation as of December 2022 and explain the conditions or challenges that existed before the program or project was initiated.
* **What the Sector Implemented during the Reporting Year (Actual Results):** Detail the actions and activities carried out by the Ministry and its departments or agencies in pursuit of the program or project.
* **Outcomes (Impact):** Present the tangible results and outcomes achieved as a result of the program or project including highlights of any notable successes, benefits, or impacts on socio-economic development.

**\*\*Avoid Repetition:** Ensure that key achievements completed in previous years are not repeated in the 2023 Annual Performance Report. Focus on new achievements and uncompleted projects or programs from previous years.

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***No.*** | ***Achievement (Policy, project or programme)*** | ***Targets*** | ***Start date*** | ***Baseline as at end of Dec. 2022*** | ***Implementation status as at 2023*** | ***Outcome*** |
|  | Online Recruitment Process | * Assess 20,000 applicants using the e-application system. * Recruit 500 Officers to fill vacant positions in the Civil Service | 2019 | 20,537 candidates applied online through the e-application system out of which 1,212 were appointed into the Civil Service in 2022 | * System used to assess 25,000 applicants for the first phase and 4000 for the second phase. * 468 officers selected for appointment into the Civil Service | * 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 |

* 1. **REFORMS**

This section sheds light on the reforms that have been initiated in 2023 concerning the core functions of the Sector Ministry.

Reforms in the public sector consist of deliberate changes to the structures, operations and work processes of institutions with objective of improving productivity and service delivery. The changes in structures may include merging or splitting of unit (institutional re-organisation) while process change is directed at redesigning systems, setting quality standards and focusing on capacity building.

Some illustrative examples of these reforms include:

* **Online Promotion Exercise:** Transitioning the promotion process to an online platform to improve efficiency and transparency.
* **E-Recruitment:** Implementing electronic recruitment methods to streamline the hiring process.
* **Web and Mobile-based Applications**: Developing digital applications accessible through web browsers and mobile devices to enhance the accessibility and delivery of passport office services.
* **Digitization of Land Title Processes:** Modernizing and digitizing land title processes to enhance the efficiency of land administration systems.

To enable the OHCS update the Civil Service Reforms database and evaluate the status and impact of reforms implemented, sector Ministries are requested to provide the following information

* **Existing/New Reforms Activities:** Please provide details of any reforms or improvement initiatives that your Ministry or Department has undertaken in 2023.
* **Type of Reform Activity:** Specify the nature and scope of the reform activities. For instance, is it related to process optimization, digital transformation, service delivery enhancement, etc.?
* **Expected Duration**: Indicate the anticipated timeframe for the completion or ongoing duration of each reform activity.
* **Status of Implementation**: Provide an update on the progress of each reform initiative. Specify whether it is in the planning stage, partial implementation or mainstreamed.
* **Monitoring Indicators**: If applicable, describe any key performance indicators (KPIs) or metrics that are being used to monitor the progress and impact of the reform activities.
* **Source of funding for the reform implementation:**

This information will help the OHCS assess the effectiveness of the reforms and contribute to maintaining an updated and comprehensive Civil Service Reforms database for evaluating and improving the public sector's efficiency and service delivery.

Kindly complete the reform matrix as indicated in the summary sheet in appendix 4

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

The implementation of the Sustainable Development Goals (SDGs) by Sector Ministries is a critical aspect of global efforts to address a wide range of socio-economic and environmental challenges.

Below is a framework for the collection of data for SDGs implementation.

**SDGs Being Implemented:** Sector Ministry to specify which SDGs they are actively working on**.**

**Indicators to Monitor the SDGs:** Sector Ministry to provide specific indicators and metrics used to monitor progress towards achieving the chosen SDGs. These indicators should align with the targets and goals of the selected SDGs.

**Status of Implementation:** Gather data on the current status of SDG implementation within each Sector Ministry. Determine if the implementation is in the planning phase, ongoing, or completed.

**Challenges:** Sector Ministries to identify and report on any challenges encountered during the implementation of SDGs. Common challenges may include: resource constraints, data collection and reporting issues, and coordination difficulties.

**Mitigating Strategies to Address Challenges:** Ministries to provide information on the strategies and measures they have put in place to address the challenges identified. This could include: seeking additional funding, enhancing data collection methods, or improving inter-agency collaboration.

**Reporting Matrix:** The OHCS will provide a link to a reporting matrix or template that focal persons at the Sector Ministries can use to input detailed information about the SDGs they are implementing. This matrix should include columns for each of the data points mentioned above, making it easier for Ministries to provide structured information**.**

**Gender Mainstreaming Strategies:** Sector Ministries to provide a 1–2-page summary report on how they have incorporated gender mainstreaming strategies in the implementation of the SDGs. This report should highlight efforts to ensure that the SDGs are achieved in a way that promotes gender equality and women's empowerment**.**

* 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 6.

1. **PART FOUR: CHALLENGES**

The report of the Ministry should provide the following:

* Summary of the major challenges encountered by the Ministry and its sector Departments in implementing the action plans during the period under review (2023).
* Indicate strategies for overcoming them in the short and medium term.

**Kindly note that the challenges should also be written in narrative form and not bulleted.**

1. **PART FIVE: PROGRAMMES AND PROJECTS 2024**

The Ministry should provide an overview of only the **STRATEGIC AND TOP PRIORITY** **AREAS** that have been programmed for 2024 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/study leave/contract. 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** | **Staff on Secondment/Study Leave** | **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 (2023)** | | | | | | |
|
| **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** | | **Notional Date** | **Substantive**  **Date** |
| **Previous Grade** | **Current Grade** |
| 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 History** | | **Region** | **Effective Date of Posting** | **Release Date** |
| **Posting From** | **Posting To** |
| 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 | 29/11/23 | - | - | - |  | - | - |
| 2. | 563678 | Adorkor Ali | M | Chief Planning Officer | 23/08/23 |  | - | - | - | - | - |
| 3. | 565775 | Doris Adjei | F | Asst. Dir IIB | 30/12/23 | - | - | - | \_ | - | Voluntary Retirement |

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

1. **Scheme of Service and Competency-Based Training Programs in 2023(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 2023 (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**

**REFORMS IMPLEMENTED OVER THE PERIOD**

|  | **REFORMS** | **TYPE OF REFORM** | **SOURCE OF FUNDING** | **DATE OF COMMENCEMENT** | **INDICATORS TO MONITOR THE REFORMS** | **Baseline (As at end of Dec 2022** | **STATUS OF IMPLEMENTATION (Specific activities undertaken in 2023)** | **IMPACT OF REFORM** | **CHALLENGES** | **MITIGATING STRATEGY** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |
| 1. **.** | Automated Permit Issuance | ICT | GOG/ Donor (World Bank) etc | 2018 | Time and cost in the issuance of Permits  30 days for Construction Permits and 1 day for Business Operating Permits | 12 million records digitized at the Births and Deaths Registry |  | Time and cost in issuance of Permit reduced to 30 days | Financial Constraints | Provision of adequate and timely budgetary support for the implementation of recommendations |
|  | Automated Permit Issuance | ICT | GOG / Donor (World Bank etc) | 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 | 1.5 Million Oil palm seedlings to be distribute to beneficiaries  For 33,044 individual beneficiaries | 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 | 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 |

**Appendix 5**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Name of Ministry | SDG: Targets | SDG Indicators | Progress made by sector Ministry | Challenges | Mitigating Strategies |
| 1 | Ministry of Transport | Target 11.2: By 2030, provide access to safe, affordable, accessible, and sustainable transport systems for all, improving road safety, notably by expanding public transport, with special attention to the needs of those in vulnerable situations, women, children, persons with disabilities and older persons | Proportion of population that has convenient access to public transport, by sex, age, and persons with disabilities | Quality Bus Services instead of a Bus Rapid Transit (BRT) introduced in 3 cities namely Accra, Kumasi and Takoradi with a total of 245 BRT buses  A total of 200 new buses procured for use by the MMTL and the ISTC  Two (2) State of the art Transport Terminals (Adenta and Tudu) completed | Absence of Dedicated Bus Lanes Inadequate decent passenger reception facilities | Collaborate with MRH to develop Dedicated infrastructure for public transport services Collaborate with private sector operated bus terminals to improve passenger reception facilities |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |

**2023 SUSTAINABLE DEVELOPMENT GOALS (SDGS) STATUS REPORTING TEMPLATE**

**Appendix 6**

**2023 FINANCIAL PERFORMANCE (EXCEL FORMAT ONLY)**

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