

MOST IMMEDIATE

Government of Pakistan
Ministry of commerce

No.12(2)/2015-HR&CP

Islamabad the 24th November, 2015

Subject : **KEY PERFORMANCE INDICATORS (KPIs)**

Reference HR&CP Section's U.O. of even number dated 17-09-2015 on the above subject.

2. Key Performance Indicators (KPIs) in respect of BS-17 and 18 officers prepared by the WTO Wing were forwarded to the Establishment Division (M.S Wing) who has advised the following points may be considered to prepare the KPIs of officers of Ministry of Commerce.

- i. The dimensions (Disposal, Quality and/or Timeliness) as per nature of the main task and corresponding KPI may be opted accordingly.
- ii. Opting for any combination of dimensions can best be ascertained by the relevant desk/officer/section/wing in the respective Ministry/Division in consultation with head of the department/Wing.
- iii. In case a single dimension (for instance, disposal) is opted to measure the KPIs, it would be more objective to appropriately consider to control the other dimensions within that single dimension or otherwise.
- iv. Assigning weightage to the dimension/s and main task, in view of the complexity, can best be understood and determined by the relevant desk/officer/section/wing in the respective Ministry/Division in consultation with the head of the Department/Wing.
- v. Measuring Instrument (as deem appropriate) may be appended properly at the end of the template.

3. Establishment Division has also vetted the KPIs as mentioned above and a copy of the same may please be downloaded from Ministry's Website.

4. All officers of BS-17 and 18 are requested to prepare their KPIs in the light of the approved prescribed format and furnish the same latest by 26th November, 2015 positively.

5. This may be treated as most urgent.


(Muhammad Shoaib Anwar)
Deputy Director (MoC)

Distribution:-

All Officers of BS-17 & 18 of Ministry of Commerce, Islamabad

✓ Copy to Database Administrator, Ministry of Commerce, Islamabad with the request to download the same on the Ministry's website.

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Major Function and Key Performance Indicators (KPIs)

- | | |
|--|-----------------------------------|
| 1. Designation | Research Officer /Section Officer |
| 2. Designation of Immediate Supervisor | Deputy Secretary (WTO) |

Major Task	KPI	Weight	Final Score
<p>1. Agreement on Subsidies and Countervailing Measures (ASCM)</p> <ul style="list-style-type: none"> • Assisting Pakistani exporters facing Countervailing Duty (CVD) investigations abroad in preparation of response to the Questions/ Questionnaire sent by the foreign investigating agency. • Consolidation of the information from different stakeholders/ministries required in questionnaire response. • Notification to the WTO in case of the CVD investigations initiated by the National Tariff Commission (NTC) • Liaison with NTC • Liaison with Pakistan's Permanent Mission to the WTO and concerned Pakistan's trade mission abroad. 	<p>%of cases dealt regarding agreement on subsidies and countervailing measures within a year. Disposal: 100%</p>	20%	
<p>2. Agreement on Anti-dumping</p> <ul style="list-style-type: none"> • Assisting Pakistani exporters facing Countervailing Duty (CVD) investigations abroad in preparation of response to the Questions/ Questionnaire sent by the foreign investigating agency. • Consolidation of the information from different stakeholders/ministries required in questionnaire response. • Notification to the WTO in case of the CVD investigations initiated by the National Tariff Commission (NTC) • Liaison with NTC • Liaison with Pakistan's Permanent Mission to the WTO and concerned Pakistan's trade mission abroad. 	<p>%of cases dealt about agreement on anti - dumping within a year. Disposal: 100%</p>	30%	
<p>3. Agreement on Safeguard</p> <ul style="list-style-type: none"> • Assisting Pakistani exporters facing Countervailing Duty (CVD) investigations abroad 	<p>%of cases related to agreement on safeguard dealt within a year.</p>	5%	

<p>in preparation of response to the Questions/ Questionnaire sent by the foreign investigating agency.</p> <ul style="list-style-type: none"> • Consolidation of the information from different stakeholders/ministries required in questionnaire response. • Notification to the WTO in case of the CVD investigations initiated by the National Tariff Commission (NTC) • Liaison with NTC • Liaison with Pakistan's Permanent Mission to the WTO and concerned Pakistan's trade mission abroad. 	Disposal: 100%		
<p>4. Non Agriculture Market Access</p> <ul style="list-style-type: none"> • Data collection/ compilation on the sectors to be negotiated • Compilation of data/ preparation for Ministerial Conference (MC). • Consultations/liaison with other Ministries to consolidate Pakistan position on NAMA Arrangements and logistic support for holding Working Group and Inter-ministerial meetings 	<p>%of cases about non agriculture market access dealt with in a year. Disposal: 100%</p>	2%	
<p>5. Dispute Settlement Body (DSB) of the WTO</p> <ul style="list-style-type: none"> • Collection of information in initiation/filing of case at the DSB of the WTO • Preparation of case to the Dispute Settlement Body of the WTO in case of Trade Defence Measures (TDM) against Pakistan or TDM by Pakistan. • Cross checking / verifications of the merits and demerits of the case • Liaison with Pakistan's Permanent Mission to the WTO and concerned Pakistan's trade mission abroad 	<p>%Of cases regarding dispute settlement body of the WTO dealt with in a year. Disposal: 100%</p>	40%	
<p>6. Accession of the new member to the WTO</p> <ul style="list-style-type: none"> • Collection of information in initiation/filing of case at the DSB of the WTO • Cross checking / verifications of the merits and demerits of the case • Liaison with Pakistan's Permanent Mission to the WTO 	<p>%of cases about accession of the new member to the WTO dealt within a year. Disposal: 100%</p>	1%	
<p>7. Miscellaneous</p>	<p>%of cases dealt within a year. Disposal: 100%</p>	2%	

(*) **MEASUREMENT OF KPI SCORE**

(i) Disposal (**) = Number of receipts disposed off x (%age value of disposal x weight) = disposal score
Total number of receipt

(**) Disposal = Percentage of receipts disposed off within the prescribed time in line with law/rules/ instructions/ established procedure and on merit of each case.

(The monitoring for implementation of disposal and quality, as referred above, will be ensured by head of respective Wing)

<u>EXAMPLE</u>		
Total Number of receipts	=	20
Number of receipts disposed off	=	16
Disposal	=	100%
Weight of KPI	=	15
Disposal Score = $\frac{16}{20} \times \frac{100}{100} \times 15 = 12$		

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Major Function and Key Performance Indicators (KPIs)

1. Designation

Section Officer (WTO-I)

2. Designation of Immediate Supervisor

Deputy Secretary (WTO)

Major Task	KPI	Weight	Final Score
<p>Trade Facilitation</p> <p>1. WTO Agreement on Trade Facilitation</p> <p>i) Implementation of the Commitments under Trade Facilitation Agreement.</p> <p>ii) Liaison with Domestic Stakeholders, WTO Mission and Intl. Assistance Organizations for Cat-B and Cat-C Commitments.</p> <p>iii) Awareness of TFA obligations/rights in the domestic stakeholders.</p>	<p>%of cases regarding trade facilitation dealt with in a year.</p> <p>Disposal: 100%</p>	40%	
<p>Trade in Services</p> <ul style="list-style-type: none"> • Pakistan's Commitments under the General Agreement on Trade in Services (GATS) • Negotiations under the Trade in Services Agreement (TiSA) • Liaison with WTO Mission and domestic stakeholders for implementation of GATS commitments, new proposals under GATS and TiSA 	<p>%of cases dealt about trade in services within a year.</p> <p>Disposal: 100%</p>	30%	
<p>Government Procurement</p> <ul style="list-style-type: none"> • Operational and Economic Feasibility of joining the WTO Government Procurement Agreement (GPA) • Monitoring of the developments in GPA negotiations as an Observer to the Agreement. • Coordination with PPRA and PSEs involved in government procurement for compliance with international standards and their interests in GPA 	<p>% of cases dealt regarding procurement with in a year.</p> <p>Disposal: 100%</p>	20%	

Ministerial Conferences <ul style="list-style-type: none"> • Coordinator for the WTO Ministerial Conferences. • Preparation for 10th Ministerial Conference (MC-10) to be held at Kenya in Dec, 2015. • Consultations with other Ministries to consolidate Pakistan Position on various issues. • Preparation of policy/position papers for Pakistan. • Inter-ministerial meetings 	% of cases dealt regarding ministerial conferences within a year. Disposal: 100%	5%	
Nation Assembly /Senate Questions	% of cases dealt with in a year. Disposal: 100 %	3%	
Miscellaneous	% of cases dealt with in a year. Disposal: 100 %	2%	

(*) **MEASUREMENT OF KPI SCORE**

(i) $\text{Disposal (**)} = \frac{\text{Number of receipts disposed off}}{\text{Total number of receipt}} \times (\% \text{age value of disposal} \times \text{weight}) = \text{disposal score}$

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