

PERFORMANCE REPORT FOR 6 MONTHS TO 31st December 2011		
MINISTRY: PRIME MINISTER'S OFFICE		
PERFORMANCE TARGETS/ PLANNED ACTIVITIES	ACTUAL ACTIVITIES CARRIED OUT	PLANNED ACTIVITIES TO 31 DEC
<p><u>Output Target 1</u></p> <p>Development of a wage bill monitoring database to inform decision making on areas target in reducing the wage bill by end 2011.</p> <p><u>Planned Activities to 30th June 11:</u></p> <ul style="list-style-type: none"> ▪ Feed data to the database and produce first report of the wage bill for the past calendar year January 2010 to December 2011 ▪ Produce report on outsourcing of the SRA, CAA and CTA. 	<p><u>Actual Activities undertaken to 30th June 2011:</u></p> <ul style="list-style-type: none"> • A report on the audit to identify the number of Employees that are required to carry out each Ministry's core Business which was piloted with the Ministry of Finance and Economic Planning. • As part of the FAR initiative 277 vacant positions have been abolished in order to reduce the wage bill. • Positions that are eligible for EVERS have been identified. • The abolishment of 187 posts of the Income Tax and Customs Excise has resulted in the wage bill reduction. <p>Comment (if any)</p>	<p><u>Revised forecast activities to 31 Dec 2011</u></p> <ul style="list-style-type: none"> • By August 2011 produce a report on the wage bill trend within the Civil Service. • By September 2011 produce a report on the outsourcing of the SRA, CAA and CTA • By December 2011 produce an annual report on the wage bill and related activities of the civil service.
<p><u>Output Target 2</u></p> <p>Improve the conditions of service for the civil service personnel by 2011</p> <p><u>Planned Activities to 30th June 11:</u></p> <ul style="list-style-type: none"> • Continue to identify and sponsor training of civil servants in predetermined priority areas. • Finalize the Government Training Policy • Discuss report with Principal Secretaries • Submit Training Policy to Cabinet • Produce Training Plan for Ministries 	<p><u>Actual Activities undertaken to 30th June 2011:</u></p> <ul style="list-style-type: none"> • 14 Officers have been sponsored by donor short term training. • Training Policy discussed with Principal Secretaries comments currently being incorporated. <p>Comments:</p>	<p><u>Revised forecast activities to 31 Dec 2011</u></p> <ul style="list-style-type: none"> • By September 2011 Submit Training Policy to Cabinet for approval • By December Produce Training Plan for all Ministries.
<p><u>Output Target 3</u></p> <p>Update and effect Foreign Service Regulations</p> <p><u>Planned Activities to 30th June 2011:</u></p> <ul style="list-style-type: none"> • Review and update the draft report on Foreign Service Regulations. • Submit report to all stakeholders and invite 	<p><u>Actual Activities undertaken to 30th June 2011:</u></p> <ul style="list-style-type: none"> • The draft document has been completed and a copy has been forwarded to the PS Foreign Affairs and 	<ul style="list-style-type: none"> • <u>Revised forecast activities to 31 Dec 2011</u> • By September 2011 Ministry of Public Service to discuss the proposed Amendments to the Chapter E of the General Orders. • By October 2011 final report to be distributed to all stakeholders for comments.

<p>comments</p>	<p>International Cooperation for his consideration and comments.</p> <p>Comment (if any)</p>	<ul style="list-style-type: none"> • By November submit final report to Cabinet for consideration and approval. • BY December 2011 adopt and publish the revised Foreign Service Regulations.
<p><u>Output Target 4</u></p> <ul style="list-style-type: none"> • A more customer friendly service delivery across the public sector. • Identify and train 400 frontline Government officials in customer care & service • Develop a skills register for all public servants to inform managerial decisions of synchronization of skills with jobs. <p><u>Planned Activities to 30th June 2011</u></p> <ul style="list-style-type: none"> • By March 2011 design and conduct a skills review survey and collect data. • By June Identify and train 200 frontline Government service providers in customer care and customer service. 	<ul style="list-style-type: none"> • <u>Actual Activities undertaken to 30th June 2011</u> • The process of designing and conducting a skills review is still on going. However the current fuel rationing of government vehicles has resulted in the delay of the completion of this exercise. • The Ministry has managed to identify 200 frontline Government service providers in customer care and customer services for training and a report is currently being compiled. 	<p><u>Revised forecast activities to 31 Dec 2011</u></p> <p>By September 2011 produce report on the skills review survey.</p> <p>Identify and train 100 frontline government service providers, in customer care and customer service.</p> <p>By December 2011 identify and train 100 frontline government service providers, in customer service.</p>

PERFORMANCE REPORT FOR 6 MONTHS TO 31st DECEMBER 2011		
MINISTRY: PUBLIC SERVICE		
PERFORMANCE TARGETS/ PLANNED ACTIVITIES	ACTUAL ACTIVITIES CARRIED OUT	PLANNED ACTIVITIES TO 31 DEC
<p><u>Output Target 5</u> Assist Ministries and Departments in the implementation and development of workplace wellness programmes by end 2011</p> <p><u>Planned Activities to 30th June 2011:</u></p> <ul style="list-style-type: none"> ▪ Train Wellness Coordinators on Social & Behavior Change Communication (SBCC). ▪ Assist eight Ministries finalize draft Wellness Policies. ▪ Sensitize Civil Servants on HIV and AIDS. ▪ Train Human Resource Officers and Wellness Coordinators on M&E ▪ Develop and implement a Public Sector Male Circumcision 	<p><u>Actual Activities undertaken to 30th June 2011:</u></p> <ul style="list-style-type: none"> • 28 Wellness Coordinators trained on Social and Behavior Change Communication (SBCC). • 30 Human resources officers trained on M&E • 27 Wellness Coordinators trained on Monitoring and Evaluation of the workplace wellness programme • Public sector Male Circumcision strategy developed and piloted in three ministries • +500 Civil Servants Sensitized on HIV and AIDS through the PSHACC Candle light Memorial. <p>Comment (if any)</p> <ul style="list-style-type: none"> • Lack of resources to finalize and launch Workplace Wellness Policies as well as decentralize the M&E training to regional departments 	<p><u>Revised forecast activities to 31 Dec 2011</u></p> <ul style="list-style-type: none"> • Train Regional Structures on Gender Mainstreaming. • Develop Social and Behavior Change Communication Materials. • Facilitate the finalization and launch of Workplace Wellness Policies. • Train Focal Persons on HIV and AIDS Mainstreaming. • Train Human Resource Officers and Economists/Planners on M&E • Decentralize the Monitoring & Evaluation training to regional committees and human resource personnel and Economists/Planners • Implement and decentralize the Male Circumcision strategy to all Ministries/Departments
<p><u>Output Target 6</u></p> <p>Train Peer Educators and Counselors on HIV and AIDS and other chronic illness by end 2011</p> <p><u>Planned Activities to 30th June 2011:</u></p> <ul style="list-style-type: none"> ▪ Train Peer Educators from the regions. 	<p><u>Actual Activities undertaken to 30th June 2011:</u></p> <ul style="list-style-type: none"> • 73 Peer Educator trained from the four PSHACC Regional structures. Observed that there has been a slow rate of implementing the Peer Education Program. 	<p><u>Revised forecast activities to 31 Dec 2011</u></p> <ul style="list-style-type: none"> • Develop a uniform peer education program to be implemented across all Ministries/Departments • Facilitate the implementation of the Peer Education Programme within

	<p>Comment (if any)</p> <ul style="list-style-type: none"> Peer education trainings were supported by International Labour Organization and SIMPA. 	<p>Government Ministries and Departments</p> <ul style="list-style-type: none"> Monitor the implementation of the peer education Program in all Ministries/Departments
<p><u>Output Target 7</u></p> <ul style="list-style-type: none"> Provide mobile testing services to Government Departments <p><u>Planned Activities to 30th June 2011:</u></p> <ul style="list-style-type: none"> Decentralize mobile testing facilities to all Government Ministries/Department 	<p><u>Actual Activities undertaken to 30th June 11</u></p> <ul style="list-style-type: none"> 8 educational session and Mobile tests conducted <p>Comment (if any)</p> <ul style="list-style-type: none"> 520 civil servants covered, and referrals made for treatment. Lack of funding and resources affected the outreach programme 	<p><u>Revised forecast activities to 31 Dec 2011</u></p> <ul style="list-style-type: none"> Decentralize mobile testing facilities to all Government Ministries/Department
<p><u>Output Target 8</u></p> <p>... Monitor Impact indicators (number of deaths, absenteeism and retirement on medical grounds) by end 2011</p> <p><u>Planned Activities to 30th June 2011:</u></p> <ul style="list-style-type: none"> Collect data on the number of deaths, absenteeism due to illness and retirement on medical grounds from all Ministries/Departments 	<p><u>Actual Activities undertaken to 30th June 2011:</u></p> <ul style="list-style-type: none"> Impact indicators monitored 23 Ministries/Departments out of 24 reported to PSHACC on the three indicators 64 Deaths recorded 32 Officers absent from duty due to illness for a period of 3 months 19 Officers absent from duty for periods less than 6 months due to illness 16 Officers absent due to illness for over 6 months 	<p><u>Revised forecast activities to 31 Dec 2011</u></p> <ul style="list-style-type: none"> Collect data on the number of deaths, absenteeism due to illness and retirement on medical grounds from all Ministries/Departments

	<ul style="list-style-type: none"> • 6 Officers retired on medical grounds • Deaths, absenteeism and retirement on medical grounds may be attributed to late diagnosis and treatment, poor prognosis, accidents, non compliance to treatment and disease complications. 	
Signed	Principal Secretary: Date:	Minister: Date: