

**Assembly Secretariat**

Eastern Province Council

**Assembly Secretariat**  
**Vision and Mission statements and Thrust area**

**Vision**

Excellent Provincial Council Secretariat providing conducive environment to council members for high quality services and good governance.

**Mission**

Providing institutional support for elected council by adopting standing orders, documentation of assembly proceedings and facilitating to preserve the rights and privileges of the councilors equitably.

**Thrust areas**

1. Strengthening of Assembly.
2. Maintaining Records, Documents and Publications.
3. Institutional Capacity Development.



## Medium Term Agency Results Framework

**Department/Agency : Assembly Secretariat**

**Thrust Area 1 : Strengthening of Assembly**

Goal No.	Goals	Key Performance Indicators (KPIs)	Baseline	Targets					
			2011	2012	2013	2014	2015	2016	2017
1.1	Well-equipped Assembly and residency.	<i>Outcome:</i> i. Satisfaction of members	35%	40%	50%	55%	60%	65%	75%
		<i>Output:</i> i. Quality of simultaneous, Interpretation facility in Assembly Secretariat.	50%	55%	60%	70%	75%	80%	85%
		ii. No. of improvements to accommodation.	5	6	8	9	10	11	12
1.2	Assembly and committee sessions organized and conducted regularly.	<i>Outcome:</i> i. People satisfaction in resolving their issues.	60%	65%	70%	75%	75%	80%	80%
		<i>Output:</i> i. No. of Assembly sessions	21	20	25	25	25	25	25
		ii. No. of committee sessions	15	14	14	15	15	15	15
1.3	Ensured required statutes are passed.	<i>Outcome:</i> i. No. of Statute are Passed.	1	-	5	6	6	7	8
		<i>Output:</i> i. No. of Statute are in preparation.	9	5	5	7	9	10	12

### Thrust Area 1 : Strengthening of Assembly

Goal No.	Goals	Key Performance Indicators (KPIs)	Baseline	Targets					
			2011	2012	2013	2014	2015	2016	2017
1.4	Improved skill and knowledge of members and provided legal entitlement.	<b>Outcome:</b> i. Improvement performance of members	70%	70%	85%	85%	90%	90%	90%
		<b>Output:</b> i. No. of study - tour Organized. (Local/ Foreign)	2	2	5	2	1	1	2
		ii. No. of Workshop, exposure visit arranged.	-	1	2	1	1	1	-

### Thrust Area 2 : Maintaining records, documents and publications

Goal No.	Goals	Key Performance Indicators (KPIs)	Baseline	Targets					
			2011	2012	2013	2014	2015	2016	2017
2.1	Published Hansards in time	<b>Outcome:</b> i. No. of Hansard Published.	21	20	25	25	25	25	25
		<b>Output:</b> ii. No. of Resolution Passed.	15	15	15	15	15	15	15
		iii. No. of Resolution Informed.	15	15	15	15	15	15	15
2.2	Maintained informative library and records	<b>Outcome:</b> i. No. of borrowing made	25	35	40	50	60	75	75
		<b>Output:</b> i. No. of Books available	-	521	1000	1050	1200	1300	1500
		ii. No. of Magazine available	-	91	100	120	150	200	250
		iii. No. of Government publication available	15	10	10	10	10	10	10

### Thrust Area 3 : Institutional Capacity Development

Goal No.	Goals	Key Performance Indicators (KPIs)	Baseline	Targets					
			2011	2012	2013	2014	2015	2016	2017
3.1	Trained and skilled staff for better performance.	<b>Outcome:</b> i. Improved Service Delivery	75%	80%	85%	90%	95%	100%	100%
		<b>Output:</b> i. No. of Training, Workshop and exposure visit arranged.	10	15	20	15	15	15	20
		ii. Maintain of 5S System.	60%	70%	75%	80%	90%	95%	100%
3.2	Services delivered efficiently and effectively.	<b>Outcome:</b> i. Well satisfied Provincial Council Members	60%	65%	70%	75%	80%	90%	100%
		<b>Output:</b> i. Percentage of Attendance	100%	100%	100%	100%	100%	100%	100%