



PERFORMANCE AGREEMENT

BETWEEN

PRIME MINISTER OF INDIA

AND

**CHAIRPERSON
NATIONAL AUTHORITY, CHEMICAL WEAPONS CONVENTION**

FOR THE PERIOD

APRIL 1, 2009 TO MARCH 31, 2010

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PERFORMANCE AGREEMENT

(APRIL 1, 2009 TO MARCH 31, 2010)

This Performance Agreement (hereinafter referred to as the “Agreement”) is entered into between the Government of India (hereinafter referred to as GOI) represented by the Prime Minister (together with its assignees and successors) of the one part, and the Chairperson, National Authority, Chemical Weapons Convention, Cabinet Secretariat (hereinafter referred to as “Chairperson”), (together with its assignees and successors) of the other part.

WHEREAS,

The GOI is committed to ensuring that public offices are well managed and cost less in delivering efficient and quality service to the public;

The Government recognizes that Ministries\Departments\Public Authorities hold a vital key to improving performance and sustaining the faith of our citizens in the Government;

The purpose of this Performance Agreement is to establish clarity and consensus about priorities for the management of National Authority, Chemical Weapons Convention.

This Agreement represents a basis for continuous improvement as we reinvent our Government to meet the needs and expectations of our citizens.

From this Agreement should flow the program and management priorities of the National Authority.

NOW THEREFORE, the parties hereto agree as follows:

PART I

VISION

The Vision of the National Authority, Chemical Weapons Convention (NACWC) is to be internationally recognized for managerial excellence in effectively implementing Chemical Weapons Convention and for generating ideas for meeting the future challenges in this field.

MISSION

To achieve managerial excellence, National Authority will seek to be a leader in establishing best practices in all the key areas of its operations—destruction, declarations and inspections. It will also act as a think tank for the Government to help India effectively respond to challenges resulting from the dangers of chemical weapons.

MAIN OBJECTIVES

Objective 1:

Effective Management of the Chemical Weapons Destruction Program

Objective 2:

Effective Management of the Declarations of relevant chemicals and relevant facilities

Objective 3:

Effective Management of OPCW Inspections of relevant chemicals and relevant facilities

Objective 4:

Effective Implementation of Prime Minister's Performance Agenda for 2009-2010

- Development of a 5-year Strategic Plan (SP)
- Sevottam Certification: Conformance to IS 15700:2005 standard by 2012
- Implementation of select E-Governance Initiatives
 - Implementation of E-Office in all departments
 - Implementation of E-Accounts in all departments

FUNCTIONS

- a. Interact with the Organization for Prohibition of Chemical Weapons (OPCW) and other States Parties for the purpose of fulfilling the obligations of the Government of India under the Convention;
- b. Monitor compliance with the provisions of the Convention;
- c. Regulate and monitor the development, production, processing, consumption, transfer or use of Toxic Chemicals or Precursors as specified in the Convention;
- d. Make request to, or to receive request from, a State Party for assistance and protection under Article X, against the use or threat of use of Chemical Weapons;
- e. Manage routine inspection or Challenge Inspection managing investigation, in case a complaint of use of Chemical Weapons or riot control agents as a method of warfare is received from the OPCW;
- f. Conduct inspections for the purposes of this act;
- g. Interact with OPCW in respect of acceptance of request of India for Challenge Inspection or to counter any frivolous or defamatory request made by any State Party against India to the OPCW;
- h. Scrutinize and accept list of Inspectors and to verify the Approved Equipment brought by an Inspection Team on to the Inspection Site;
- i. Provide escort to the Inspection Team and the Observer within the territory of India;
- j. Identify and oversee the closure and destruction of Chemical Weapons, Chemical Weapons Production Facilities, Old Chemical Weapons or Abandoned Chemical Weapons;
- k. Negotiate Managed Access during the Challenge Inspection;
- l. Ensure decontamination of Approved Equipment after completion of an Inspection;
- m. Advise Central Government for laying down safeguards for transportation, sampling or storage of Chemical Weapons and fixation of standards for emission or discharge of environmental pollutants arising out of the destruction of Chemical Weapons, Old Chemical Weapons, Abandoned Chemical Weapons or Chemical Weapons Production Facility;
- n. Ensure data base confidentiality and maintain secrecy of confidential information and technology collected or received by the National Authority under this Act;
- o. Facilitate exchange of scientific and technological information relating to developments in chemicals amongst the States Parties;
- p. Call for such information from any person which the National Authority has reasonable cause to believe that such information may be required for complying with the provisions of the Convention;

- q. Approve and declare, on behalf of the Government of India, a single small-scale facility for production of Toxic Chemicals listed in Schedule 1 in the Annex on Chemicals to the Convention for purposes not prohibited under the Convention;
- r. Provide training to enforcement officers;
- s. Ensure protection of environment, health and safety of the people during transportation, sampling, storage or destruction of Chemical Weapons, Chemical Weapons Production Facilities, Old Chemical Weapons or Abandoned Chemical Weapons;
- t. Co-ordinate exchange of scientific and technological information among laboratories handling Toxic Chemicals or Precursors;
- u. Determine, from time to time, the quantity limit that a person at any time may produce, otherwise acquire, retain, transfer or use any Toxic Chemical or Precursor listed in any of the Schedules 1 to 3 in the Annex on Chemicals to the Chemical Weapons Convention, any Discrete Organic Chemical including Discrete Organic Chemical containing elements of phosphorous, sulphur or fluorine for purposes not prohibited under the Convention.

PART II

PERFORMANCE OBLIGATIONS AND COMMITMENTS OF THE CHAIRPERSON, NACWC

Chairperson, National Authority, Chemical Weapons Convention undertakes to do the following;

1. Develop and implement a Strategic Plan for the National Authority;
2. Ensure the Strategic Plan is linked to National policy documents in general and Plan documents in particular;
3. Ensure appropriate work plans are developed on the basis of the Strategic Plan,
4. Develop comprehensive performance targets,
5. Assign weights to performance indicators,
6. Sign an annual Performance Agreement with the Prime Minister;
7. Ensure achievement of the agreed performance targets, and
8. Prepare employees in the Authority for the desired changes in working styles, attitude and work ethics.

PERFORMANCE OBLIGATIONS OF THE NATIONAL AUTHORITY FOR THE YEAR 2009-2010

		Weight	Success Indicator		Target				
					Excellent	Very Good	Good	Fair	Poor
			Description	Relative Weight	100%	90%	80%	70%	60%
Objective 1	Effective Management of the Chemical Weapons Destruction Program	30%	a. On-time Completion	15 %	By April 28, 2009	By May 15, 2009	By May 31, 2009	By June 15, 2009	By June 30, 2009
			b. Safety of the program	15 %	No incidents	One minor incident	One major incident	Two incidents	Three incidents
Objective 2	Effective Management of the Declarations	25%	Percentage reduction in the discrepancies between declarations submitted and inspection results	25%	20 %	15%	10%	5%	0%
Objective 3	Effective Management of OPCW Inspections	25%	Number of errors committed by NACWC Escort Officers	25%	5	8	11	14	17
Objective 4	Effective Implementation of Prime Minister's Performance Agenda for 2009-2010	20%	Aggregate score for the 3-Point Performance Agenda	20%	100	90	80	70	60
Total Weight =		100%							

Actions required to achieve:

Objective 1: Effective Management of the Chemical Weapons Destruction Program

			Weight	Success Indicator		Target				
						Excellent	Very Good	Good	Fair	Poor
				Description	Relative Weight	100%	90%	80%	70%	60%
Action 1	Policy	Set-up a weekly Monitoring and Evaluation (M&E) system	20%	M&E System approved and documented	20%	By April 1, 2009	By April 4, 2009	By April 8, 2009	By April 12, 2009	By April 15, 2009
Action 2	Project	Quality of Implementation of the M&E System	50%	Percentage of reports prepared and submitted on time	50%	80%	70%	60%	50%	40%
Action 3	Project	Get the safety procedures reviewed by an independent and neutral expert	30%	Safety procedures reviewed and deficiencies identified	15%	By April 1, 2009	By April 4, 2009	By April 8, 2009	By April 12, 2009	By April 15, 2009
		100% of deficiencies in safety procedures rectified		15%	By April 4, 2009	By April 8, 2009	By April 12, 2009	By April 15, 2009	By April 20, 2009	
Total Weight =			100%							

Actions required to achieve:

Objective 2: Effective Management of the Declarations

			Weight	Success Indicator		Target				
						Excellent	Very Good	Good	Fair	Poor
				Description	Relative Weight	100%	90%	80%	70%	60%
Action 1	Policy	Review various electronic data processing (EDP) options and recommend appropriate for adoption	20%	Recommended electronic data processing option approved	20%	By June 1, 2009	By July 1, 2009	By August 1, 2009	By September 1, 2009	By October 1, 2009
Action 2	Project	Develop the recommended EDP (software) option	30%	Number of days to develop after the approval of the EDP option	30%	75 days after the approval of the EDP option	90 days after the approval of the EDP option	105 days after the approval of the EDP option	120 days after the approval of the EDP option	135 days after the approval of the EDP option
Action 3	Program	Develop a training program for dissemination	30%	Training program for electronic data processing developed and approved	30%	30 days after the implementation of EDP	45 days after the implementation of EDP	60 days after the implementation of EDP	75 days after the implementation of EDP	90 days after the implementation of EDP

			Weight	Success Indicator		Target				
						Excellent	Very Good	Good	Fair	Poor
				Description	Relative Weight	100%	90%	80%	70%	60%
Action 4	Project	Create a briefing video for the declarations programs	20%	Safety procedures reviewed	20%	By May 1, 2009	By May 15, 2009	By June 1, 2009	By June 15, 2009	By July 1, 2009
Total Weight =			100%							

Objective 3: Effective Management of OPCW Inspection

			Weight	Success Indicator		Target				
						Excellent	Very Good	Good	Fair	Poor
				Description	Relative Weight	100%	90%	80%	70%	60%
Action 1	Policy	Review current guidelines and procedures	20%	Recommendations made for improvement of current procedures and guidelines	20%	By June 1, 2009	By July 1, 2009	By August 1, 2009	By September 1, 2009	By October 1, 2009
Action 2	Project	Produce a user-friendly manual (plus self-learning DVD)	25%	Number days after the approval of the recommendations	25%	30 days	40 days	50 days	60 days	70 days
Action 3	Program	Develop a training program for GOI escorts during inspections	25%	Training program for GOI escort developed and approved	25%	30 days after the production of the manual	40 days after the production of the manual	50 days after the production of the manual	60 days after the production of the manual	70 days after the production of the manual
Action 4	Program	Quality of Training Programs	30%	Overall feedback from training programs	30%	5 (Excellent) on a 1-5 scale	4 (Very Good) on a 1-5 scale	3 (Good) on a 1-5 scale	2 (Fair) on a 1-5 scale	1 (Poor) on a 1-5 scale

Objective 4: Effective Implementation of Prime Minister's Performance Agenda for 2009-2010

		Weight	Success Indicator		Target				
			Description	Relative Weight	Excellent	Very Good	Good	Fair	Poor
					100%	90%	80%	70%	60%
Action 1	Development of a 5-year Strategic Plan (SP)	20%	On-time Completion	10%	By November 30, 2009	By December 31, 2009	By January 31, 2010	By February 28, 2010	By March 31, 2010
			Quality Assurance Review Completion	10%	60 days after completion of SP	75 days after completion of SP	85 days after completion of SP	95 days after completion of SP	105 days after completion of SP
Action 2	Sevottam Certification: Conformance to IS 15700:2005 standard by 2012	40%	Preparation of a Sevottam Certification Plan	25%	By November 30, 2009	By December 31, 2009	By January 31, 2010	By February 28, 2010	By March 31, 2010
			Implementation of 25% of the Sevottam Certification Plan	15%	By January 31, 2010	By February 15, 2010	By February 28, 2010	By March 15, 2010	By March 31, 2010
Action 3	Implementation of E-Governance Initiatives	40	Implement E-Office	20	By December 31, 2009	By January 31, 2010	By February 28, 2010	By March 15, 2010	By March 31, 2010
			Implement E-Accounting System	20	By December 31, 2009	By January 31, 2010	By February 28, 2010	By March 15, 2010	By March 31, 2010
Total Weight =		100%							

PART III

COMMITMENTS AND OBLIGATIONS OF THE GOVERNMENT

While the National Authority will be required to achieve the Performance targets as stated in Part II, the Government of India on its part is committed to:

1. Providing timely release of voted funds;
2. Decision within 30 days on requests made by the National Authority that are related to performance obligations in Part II.
3. Provide adequate and qualified staff as per sanctioned strength.

PART IV

FREQUENCY OF MONITORING AND INFORMATION FLOW

The National Authority Chemical Weapons Convention (NACWC) shall submit quarterly and annual performance reports to the Cabinet Secretary against the performance obligations mentioned in Part II of this Agreement. These reports will be due within 30 days after the close of the quarter/year.

SIGNED:

Dr. Manmohan Singh
Prime Minister of India

Date

Dr. Prajapati Trivedi
Chairperson, NACWC

Date