



PERFORMANCE AGREEMENT

BETWEEN

Director General and Chief of Analytical and Certification Division

BHUTAN AGRICULTURE & FOOD REGULATORY AUTHORITY

MINISTRY OF AGRICULTURE AND FORESTS

(July 1, 2019 – June 30, 2020)

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Preamble

The Performance Agreement is entered into between the Director General and Chief of Analytical and Certification Division, Bhutan Agriculture & Food Regulatory Authority, MoAF.

The objectives of this Performance Agreement are:

a) To establish clarity and consensus about annual priorities for the Bhutan Agriculture & Food Regulatory Authority consistent with the 12th Five Year Plan of the Ministry, and Government's other priorities;

b) To provide an objective and fair basis for evaluating the overall performance of the Bhutan Agriculture & Food Regulatory Authority at the end of the financial year

The Performance Agreement represents an important accountability mechanism for inculcating a performance based culture at all levels of government.

THEREFORE, the parties hereto agree as follows:

Section 1: Vision, Mission and Objectives

Vision

To safeguard national biosecurity and ensure safe food for all

Mission

To safeguard the health and lives of plants, animals, humans and environment from exotic pests and diseases and ensure safe food for the consumers through science-based approaches.

Objectives

- 1) Strengthen Plant and Animal Biosecurity and Biosafety
- 2) Enhance Food Safety and Quality
- 3) Achieve Organic Flagship Program Objective
- 4) Achieve CSI Flagship Program Objective

Section 2: Objectives, Success Indicators & Target

Objective	Weight	Action	Success Indicator	Unit	Weight	Excellent [100%]	Very Good [90%]	Good [80%]	Fair [70%]	Poor [60%]
Enhance Food Safety and Quality	33	National Food Safety Index	Quality assurance and certification for agricultural produces and inputs implemented	Number	5	4	3	2	1	0
			National Food Testing Laboratory fully equipped and functional	Number	6	4	3	2	1	0
			Accredit BAFRA's inspection services for ISO/IEC 17020:2012	Percent	4	70	60	50	40	30
			BhutanGAP certification system accredited as per ISO/IEC 17065	Percent	4	100	90	80	70	60
Achieve Organic Flagship Program Objective	20	Monitor and report flagship program	Progress as per signed Organic Flagship Performance Agreement	Percent	20	100	90	80	70	60
Achieve CSI Flagship Program Objective	15	Monitor and report flagship program	Progress as per signed CSI Flagship Performance Agreement	Percent	15	100	90	80	70	60

Section 3: Trend values of success indicators

Objective	Action	Success Indicator1	Unit	Actual Values [FY 2018-19]	Actual Values [FY 2019-20]	Target Values [FY 2020-21]	Projected Values [FY 2021-22]	Projected Values [FY 2022-23]
Achieve CSI Flagship Program Objective	Monitor and report flagship program	Progress as per signed CSI Flagship Performance Agreement	Percent	-	100	100	100	100
Achieve Organic Flagship Program Objective	Monitor and report flagship program	Progress as per signed Organic Flagship Performance Agreement	Percent	-	100	100	100	100
Enhance Food Safety and Quality	National Food Safety Index	Accredit BAFRA's inspection services for ISO/IEC 17020:2012	Percent	-	70	80	90	100
		BhutanGAP certification system accredited as per ISO/IEC 17065	Percent	70%	100%	-	-	-
		National Food Testing Laboratory fully equipped and functional	Number	4	4	3	3	3
		Quality assurance and certification for agricultural produces and inputs	Number	3	4	8	10	10

		implemented						
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Section 4: Definition of Success Indicators

Success Indicator	Description	Data Collection Methodology	Data Collection Frequency	Data Source
Progress as per signed CSI Flagship Performance Agreement	This indicator measures the status of progress of 4 CSI Success Indicators which are the responsibility of MoAF as outlined in the CSI Flagship APA	monthly progress report	Monthly	Annual CSI Flagship Evaluation Report
BhutanGAP certification system accredited as per ISO/IEC 17065	This indicator measures the successful completion of document review, onsite office assessment, witness assessment, closure of all non-conformities and successful award of accreditation certificate by the NABCB, India.	office records	Annually	ACD-BAFRA
Quality assurance and certification for agricultural produces and inputs implemented	The indicator measures the number of Bhutan-GAP certificates issued based on Bhutan-GAP Standard (BTS30 : 2017) following the product certification system	Record of Application received for certification	Annually	BAFRA report
National Food Testing Laboratory fully equipped and functional	The indicator measures the introduction of new test parameters under chemical and biological discipline to enhance	Records of analysis and Increase in scope in the accreditation certificate	Annually	BAFRA Report

	food safety and facilitate trade.			
Accredit BAFRA's inspection services for ISO/IEC 17020:2012	As per the plan, BAFRA will get itself accredited to ISO 17020:2012 in third year (FY 2020-21) of 12th FYP. To achieve this, we have to initiate the preparatory activities to accredit BAFRA in the FY 2019-20. To measure the progress for the FY 2019-20, the SI is given in percentage of progress. During the FY 2019-20, an International Consultant will be fielded to carry out gap analysis for BAFRA's current inspection services and develop the documentation as per the requirements of ISO/IEC 17020:2012. The accreditation body will also be identified and application submitted.	Records of activities completed	Annually	BAFRA Record
Progress as per signed Organic Flagship Performance Agreement	This indicator measures the status of progress of 1 Organic Success Indicators which are the responsibility of BAFRA as outlined in the Organic Flagship APA.	Monthly progress report	Monthly	Annual Flagship Evaluation report

Section 5: Requirements from other Departments & Secretariat Divisions

Organization Name	Relevant Success Indicator	Requirement from the Organization	Justification for the Requirement	Requirement detail	Impact (If Not Met)
MINISTRY OF FINANCE	National Food Testing Laboratory fully equipped and functional	Budget support	<p>Required equipment and chemicals/reagents/media /consumables need to be purchased to maintain and to introduce the new test parameters. Also, for accreditation of the new parameters for ISO17025, the on-site audit or test witness by the accreditation board had to be carried out.</p> <p>Lab officials are also required to be trained constantly provided we have required budget on the latest test methods or the standard. All other activities related to testing and accreditation like calibration (on-site/offsite), desktop surveillance, proficiency testing, maintenance of the major equipment are critical activities for laboratory.</p> <p>Laboratory activities involve recruitment of human resources with relevant background and further training in the relevant field of testing. These activities involve dedicated</p>	Budgetary and HR support for all the mentioned activities	<ol style="list-style-type: none"> 1. Suspension of the accreditation status of NFTL by accreditation body thereby jeopardizing trade. 2. Loss of credibility/trust in trade with major trading partner from which the lab had the mutual recognition in testing based on the accreditation increase in testing 3. Without the financial and HR support it is very difficult for NFTL to introduce new test parameters.

				financial and HR support from concerned agencies.			
ROYAL SERVICE COMMISSION	CIVIL	National Testing Laboratory equipped and functional	Food fully and	HR support	Required equipments and chemicals/reagents/media/consumables need to be purchased to maintain and to increase the new test parameters. Also, for accreditation of the new parameters, the on-site audit or test witness by the accreditation board had to carried out which would involve financial resource. All other activities related to testing and accreditation like calibration (on-site/offsite) ,desk top surveillance, proficiency testing, maintenance of the major equipment, training of the lab officials on the latest test methods or the standard requires financial support	Budgetary and HR support for all the mentioned activities	Suspension of the accreditation certificate (which in turn could led to the loss of credibility to the outside countries especially India from which the lab had the mutual recognition in testing based on the accreditation), increase in testing scope won't be possible which would hamper the various activities of the lab and its overall performance.
MINISTRY OF FINANCE	OF	Quality assurance and certification for agricultural produces and inputs implemented		Budget support	For certification on BhutanGAP, DoA as the Scheme owner plays the key role of promoting adoption and implementation of BhutanGAP by the farmers. Similarly, the organic farmers need assistance and support of NPOP to understand and meet Bhutan's Organic Standard requirements.	As and when client apply for the certification	BAFRA will not be able to certify any product if no applications is received from clients.

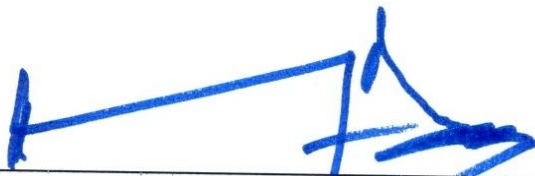
BHUTAN STANDARD BUREAU	Progress as per signed Organic Flagship Performance Agreement	Development of Standards and applying for product certification	Unless BSB develops the standards and promoters do not submit the application, BAFRA will not be able to take up the activity	As and when client apply	BAFRA will not be able to carry out activity related to product certification and licensing
BHUTAN STANDARD BUREAU	Progress as per signed CSI Flagship Performance Agreement	Development of Standards and applying for product certification	Unless BSB develops the standards and promoters do not submit the application, BAFRA will not be able to take up the activity	As and when client apply	BAFRA will not be able to carry out activity related to product certification and licensing
DEPARTMENT OF AGRICULTURE	BhutanGAP certification system accredited as per ISO/IEC 17065	Technical support	DoA being the Scheme Owner of BhutanGAP need to support the implementation of the Standard (BTS30:2017) through engagement of their Agriculture Extension supervisors to help the farmers and producer groups to meet the product certification requirements.	NA	impossible to complete the accreditation process as witness assessment by the accreditation body (NABCB) will not be complete

Whereas,

I, the Chief of Analytical and Certification Division, Bhutan Agriculture & Food Regulatory Authority, commit to the Director General, Bhutan Agriculture & Food Regulatory Authority, Ministry of Agriculture and Forests to deliver the results described in this Annual Performance Agreement.

I, the Director General, commit to the Chief of Analytical and Certification Division, Bhutan Agriculture & Food Regulatory Authority to provide necessary support for the delivery of results described in this Annual Performance Agreement.

SIGNED:



Namgay Wangchuk
Director General

28/8/2019
Date



Jamyang Phuntsho
Chief ACD

29/8/2019
Date