

# PERFORMANCE AGREEMENT BETWEEN PRIME MINISTER AND DIRECTOR GENERAL

**Bhutan Narcotics Control Authority** 

(July 1, 2018 – June 30, 2019)

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### Preamble

The Performance Agreement is entered into between the Prime Minister and the Director General, Bhutan Narcotics Control Authority.

The objectives of this Performance Agreement are:

- a) To establish clarity and consensus about annual priorities for the consistent with the 12th Five Year Plan , and Government's other priorities;
- b) To make the fully responsible for driving implementation and delivering the results against the annual priorities;
- c) To provide an objective and fair basis for evaluating the #Error overall performance at the end of the 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

A Nation of Gross National Happiness free of drugs and controlled substance abuse.

### Mission

To establish a premier agency that can effectively coordinate, facilitate and combat the abuse and illicit trafficking of narcotics drugs and controlled substances.

### **Objectives**

- To facilitate fulfillment of primary objective through efficient administrative, financial, ICT and procurement services
- 2) To Enhance Drug Demand and Supply Reduction Efforts

Section 2: Objectives, Success Indicators & Target

Objective	Weight	Action	Success Indicator	Unit	Weight	Excellent [100%]	Very Good [90%]	Good [80%]	Fair [70%]	Poor [60%]
To facilitate	10		Number of times Board meetings conducted	Number	2	2	Ψ.	-		1
fulfillment of primary objective	rimary officials. bjective orough fficient odministrative,	Services to clients and officials.	Number of Rules and Regulations or Memorandum of Understanding or Standard Operating Procedures developed	Number	3	2	tom May 2044	3013 Naka	2018	1
efficient administrative,			Budget utilization for procurement of drug testing kits	Percent	1	100	90	80	70	60
financial, ICT and procurement			Timeline by which initial groundwork for IMS development is done	Date	2	30th April, 2019	15th May, 2019	30th May, 2019	15th June, 2019	30th June, 2019
services			Number of working days by which TA/DA, bills and other finance related services are provided.	Days	2	7	10	12	14	16
To Enhance Drug Demand	90	Drug Users provided	Proportion of identified drug users provided treatment	Percent	3	32.5	30	25	20	15
nd Supply		treatment	Percentage of clients provided treatment	Percent	3	70	60	50	40	30
Reduction Efforts			Number of Treatment Assessment Panel Meetings Conducted	Number	3	48	38	28	18	8
			Number of clients reached out by Drop In Centers	Number	5	400	300	200	100	50
			Timeline by which meeting on establishment of detoxification in Regional Referral Hospitals is conducted	Date	2	April 30, 2019	May 15, 2019	May 30, 2019	June 15, 2019	June 30, 2019
			Timeline by which piloting, screening and referral program in school is initiated	Date	3	30th April, 2019	15th May, 2019	30th May, 2019	15th June, 2019	30th June, 2019

Objective	Weight	Action	Success Indicator	Unit	Weight	Excellent [100%]	Very Good [90%]	Good [80%]	Fair [70%]	Poor [60%]
To Enhance Drug Demand and Supply	90	Percentage of Tobacco Users among Youth and Adults	Number of School Counselors or Health Workers trained on Basic Universal Treatment Curriculum	Number	5	35	25	15	10	5
Reduction Efforts			Number of times disposal of seized NDPS and tobacco products are conducted in environment friendly incinerators in collaboration with relevant stakeholders	Number	2	2		-	-	1
			Number of working days by which Reward for Informers are paid	Number	4	10	15	20	25	30
			Number of electronic signboards or billboards installed	Number	3	2	15018	2019	2019	51.0
			Number of signboards repaired and updated	Number	4	10	8	6	4	2
			Number of inspections conducted for Tobacco	Number	5	24	18	15	10	7
			Number of Implementing Partners sensitized on collaborative effort on Prevention, Treatment and Aftercare services	Number	3	5	4	3	2	1
			Number of schools in which teachers are orientated on basic drug education to enhance efforts to prevent drug and tobacco demand.	Number	3	5	4	3	2	1
			Number of Principals and Sector Heads trained through Workplace or School Based Prevention Intervention Workshops.	Number	5	25	20	15	10	5
			Number of Computer Based Training conducted for Law Enforcement Agencies	Number	5	5	4	3	2	1
			Timeline by which draft Drug and Tobacco Control Strategy is developed	Date	5	30th April, 2019	15th May, 2019	30th May, 2019	15th June, 2019	30th June, 2019

Objective	Weight	Action	Success Indicator	Unit	Weight	Excellent [100%]	Very Good [90%]	Good [80%]	Fair [70%]	Poor [60%]
To Enhance Drug Demand	90	Percentage of Drug Offences in the country	Number of dzongkhags in which decentralization of activities are initiated.	Number	3	- 5	4	3	2	1
and Supply Reduction			Number of International Days observed to create awareness on Tobacco and drugs.	Number	2	2	-	-	<b>.</b> =0	1
Efforts			Number of Advocacy and Awareness programs conducted through Family Support Groups with the help of BNCA	Number	3	6	5	4	3	2
	Callance	Supaw Member and	Number of Hospitals or BHUs inspected and audited for Controlled Drugs.	Number	3	10	8	6	4	2
			Timeline by which Sensitization and Auditing workshop is conducted for importers and end users of precursor chemicals	Number	4	30th March, 2019	15th April, 2019	30th April, 2019	15th May, 2019	30th May, 2019
			Number of times cannabis destruction programmes are conducted	Number	4	5	4	3	2	1
		10 T 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Timeline by which Drug Testing and its SOP have been reviewed and harmonized	Date	2	30th April, 2019	15th May, 2019	30th May, 2019	15th June, 2019	30th June, 2019
			Timeline by which drug detection equipment are procured	Date	4	April 30, 2019	May 15, 2019	May 30, 2019	June 15, 2019	June 30, 2019
			Timeline by which weighing machines are procured and distributed to NDLEUs	Date	2	1st May, 2019	15th May, 2019	30th May, 2019	15th June, 2019	30th June, 2019

Section 3: Trend values of success indicators

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Objective	Action	Success Indicator	Unit	Actual Values [FY 2018-19]	Target Values [FY 2019-20]	Projected Values [FY 2020-21]	Projected Values [FY 2021-22]	Projected Values [FY 2022-23]	
To facilitate fulfillment of primary objective through	Operational and Directional Services to clients	Budget utilization for procurement of drug testing kits	Percent	Table No. 10	ber /				
efficient administrative, financial, ICT and procurement services	and officials.	Number of working days by which TA/DA, bills and other finance related services are provided.	Days						
		Number of times Board meetings conducted	Number	2	2	2 18 1904	2132 43	2	no.
		Number of Rules and Regulations or Memorandum of Understanding or Standard Operating Procedures developed	Number				7 207 May 207 s 207 s		
		Timeline by which initial groundwork for IMS development is done	Date						
To Enhance Drug Demand and Supply Reduction Efforts	Users provided	Proportion of identified drug users provided treatment	Percent	32.5	40	48	55	65	
	treatment	Number of clients reached out by Drop In Centers	Number	400	400	400	400	400	
		Percentage of clients provided treatment	Percent						

Objective	Action	Success Indicator	Unit	Actual Values [FY 2018-19]	Target Values [FY 2019-20]	Projected Values [FY 2020-21]	Projected Values [FY 2021-22]	Projected Values [FY 2022-23]
To Enhance Drug Demand and Supply Reduction Efforts	Proportion of Identified Drug Users provided treatment	Number of Treatment Assessment Panel Meetings Conducted	Number					
		Timeline by which meeting on establishment of detoxification in Regional Referral Hospitals is conducted	Date					
		Timeline by which piloting, screening and referral program in school is initiated	Date					
	Percentage of Tobacco Users among Youth and Adults	Number of inspections conducted for Tobacco	Number	24	30	35	40	45
		Number of Implementing Partners sensitized on collaborative effort on Prevention, Treatment and Aftercare services	Number	5		5	5.	5
		Number of schools in which teachers are orientated on basic drug education to enhance efforts to prevent drug and	Number	5	5	5	5 non	5
		tobacco demand.						
		Number of Principals and Sector Heads trained through Workplace or School Based Prevention Intervention Workshops.	Number	25	20	20	20	20

Objective	Action	Success Indicator	Unit	Actual Values [FY 2018-19]	Target Values [FY 2019-20]	Projected Values [FY 2020-21]	Projected Values [FY 2021-22]	Projected Values [FY 2022-23]
To Enhance Drug Demand and Supply Reduction Efforts	among Youth and	Number of Computer Based Training conducted for Law	Number	5	5	5	5	5
	Adults	Enforcement Agencies						
		Timeline by which draft Drug and Tobacco Control Strategy is developed	Date	1st Draft	Final Draft	Implementa tion	Implementa tion	Implementation
		Number of School Counselors or Health Workers trained on Basic Universal Treatment Curriculum	Number	35		35	2	35
		Number of times disposal of seized NDPS and tobacco products are conducted in environment friendly incinerators in collaboration with relevant stakeholders	Number	2	2	2	2	2
		Number of working days by which Reward for Informers are paid	Number	10	10	10	10	10
Sedychon Elloria		Number of electronic signboards or billboards installed	Number	000			230	
		Number of signboards repaired and updated	Number					
	Percentage of Drug Offences in the country	Number of Hospitals or BHUs inspected and audited for Controlled Drugs.	Number					

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Objective	Action	Success Indicator	Unit	Actual Values [FY 2018-19]	Target Values [FY 2019-20]	Projected Values [FY 2020-21]	Projected Values [FY 2021-22]	Projected Values [FY 2022-23]
To Enhance Drug Demand and Supply Reduction Efforts	Percentage of Drug Offences in the country	Timeline by which Sensitization and Auditing workshop is conducted for importers and end users of precursor chemicals	Number	Francisco de la composición del composición de la composición de la composición del composición de la		Annual		2022-23
(ASIA) ome and other finance as (after at over calls, see		Number of times cannabis destruction programmes are conducted	Number	A su constant or the				
	The traument of	Timeline by which Drug Testing and its SOP have been reviewed and harmonized	Date					
		Timeline by which drug detection equipment are procured	Date					
		Timeline by which weighing machines are procured and distributed to NDLEUs	Date					
		Number of dzongkhags in which decentralization of activities are initiated.	Number					
		Number of International Days observed to create awareness on Tobacco and drugs.	Number					

Objective	Action	Success Indicator	Unit	Actual Values [FY 2018-19]	Target Values [FY 2019-20]	Projected Values [FY 2020-21]	Projected Values [FY 2021-22]	
To Enhance Drug Demand and Supply Reduction Efforts	Percentage of Drug Offences in the country	Number of Advocacy and Awareness programs conducted through Family Support Groups with the help of BNCA	Number		2010-201	2020-21]	2021-22]	2022-23]
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		districted and color of the col						

Section 4: Definition of Success Indicators

Success Indicator	Description	Data Collection Methodology	Data Collection Frequency	Data Source
Budget utilization for procurement of drug testing kits	This SI measure the percentage of budget utilized for timely procuring drug testing kits.	Procurement Record	Annually	Register maintained by Store In- charge
Number of working days by which TA/DA, bills and other finance related services are provided.	This SI measure the number of days required to make payments to for the claims made by officials for their TA/DAs.	Report/TAT	Annually	TAT workout
Number of times Board meetings conducted	This SI measures the number of Board Meetings conducted	Administrative Data	Annually	Minutes of Meetings
Number of Rules and Regulations or Memorandum of Understanding or Standard Operating Procedures developed	This indicator measures the number of R&Rs or MoUs or SOPs developed (finalized for approval or approved form) to facilitate Drug and Tobacco Supply and Demand Reduction efforts.	Collect report from Legal Section	Annually	Documents
Timeline by which initial groundwork for IMS development is done	This SI measures the timeline by which requirement gathering is done and IMS Blueprint is developed	Collect report from ICT Unit	Annually	Minutes of Meetings and Blueprint Copy
	preparate exemicals			

Success Indicator	Description	Data Collection Methodology	Data Collection Frequency	Data Source
Proportion of identified drug users provided treatment	This SI measures the percentage of identified drug users provided treatment including detoxification or brief interventions or rehabilitation.	Data, Drop In-Centres Data,	Annually	Collect Compulsory Treatment Data, Drop In- Centres Data, Schools with Certified Addiction Counselors' counseling Data, Hospital's Detoxification
				and Counseling Data, Self-Help groups' treatment data
	Board Megangs conducted This indicator measures the number of RASs or Molvii or SOPs durestoped (trial peofor upproval or approved fount in the little Drug and Tobaccy Supply and Demand Reduction offsets			Prison Program Data from Treatment Program under Demand Reduction Division
Number of inspections conducted for Tobacco	This SI measures the number of inspections (individual agency or joint) conducted to check illegal sale of tobacco products and monitor public smoking.	Collection of reports from Tobacco Supply Reduction Program	Monthly	Inspection Reports
Number of Implementing Partners sensitized on collaborative effort on Prevention, Treatment and Aftercare services	This SI shows the number of Implementing Partners (agencies or organizations providing drug and tobacco prevention, treatment and aftercare services) sensitized on collaborative effort on Prevention, Treatment and Aftercare services.	Collect program reports from Drug Use Prevention Program under Demand Reduction Division.	Annually	Program Reports

Success Indicator	Description	Data Collection Methodology	Data Collection Frequency	Data Source
Number of schools in which teachers are orientated on basic drug education to enhance efforts to prevent drug and tobacco demand.		Collect Program Report from Drug Use Prevention Program from Demand Reduction Division	Annually	Program Report
Number of Principals and Sector Heads trained through Workplace or School Based Prevention Intervention Workshops.	This SI measures the number of School Principals and Sector Heads of Vulnerable Dzongkhags trained through Workshop for Workplace or School Based Prevention Interventions.	Collect Program Report from Drug Use Prevention Program under Demand Reduction Division.	Annually	Program Report
Number of Computer Based Training conducted for Law Enforcement Agencies	This SI measures the number of Computer Based Training (CBT) conducted for Law Enforcement Officers	Collect Program Report from Drug and Tobacco Supply Reduction Program under Supply Reduction Division	Annually	Program Report
Number of Hospitals or BHUs inspected and audited for Controlled Drugs.	This SI measures the number of Hospitals or BHUs inspected and audited for Controlled Drugs	Inspection and Auditing reports from Pharmacist under Supple Reduction Division	Annually	Inspection Reports
Timeline by which Sensitization and Auditing workshop is conducted for importers and end users of precursor chemicals	This SI measures the timeline by which sensitization and auditing workshop is conducted for importers and end users of precursor chemicals.	Collect Program Report from Precursor Control Program under Supply Reduction Division	Annually	Program Report
Number of times cannabis destruction programmes are conducted	This SI shows the number of times cannabis destruction programmes are conducted in collaboration with vulnerable dzongkhags/places.	Collect Program Report from Cannabis Destruction Program under Supply Reduction Division	Annually	Program Report
Timeline by which Drug Testing and its SOP have been reviewed and harmonized	This SI measures the timeline by which Standard Operating Procedures for Workplace Drug Testing is reviewed and harmonized for uniform application.	Collect report from Legal Section and Supply Reduction Division	Annually	Minutes of Meetings and SOP Documents
Timeline by which drug detection equipment are procured	This SI measures the timeline by which equipment are procured for presumptive drug testing.	Collect data from store and Supply Reduction Division	Annually	Procurement Reports

Success Indicator	Description	Data Collection Methodology	Data Collection Frequency	Data Source
Timeline by which weighing machines are procured and distributed to NDLEUs	This SI measures the timeline by which weighing machines are procured to be distributed to NDLEUs	Administrative Data from Store	Annually	Administrative Data
Number of dzongkhags in which decentralization of activities are initiated.	This SI shows the number of dzongkhags in which for decentralization of activities (conducting awareness, advocacy, cannabis destruction and inspection programme) are initiated.	Collect data from two Divisions	Annually	Program Reports, Minutes of Meetings
Number of International Days observed to create awareness on Tobacco and drugs.	This SI measures the number of International Days observed for Tobacco or Drugs	Collect Event Report	Annually	Event Report
Number of Advocacy and Awareness programs conducted through Family Support Groups with the help of BNCA	This SI measures the number of awareness activities conducted through Family Support Groups with support from BNCA.	Collect program reports from Demand Reduction Division and Family Support Groups	Annually	Program Report
Number of clients reached out by Drop In Centers	This SI measures the number of person(s) in need reached out by Peer Counselors and Peer Out Reach Workers of Drop In Centers.	Collect reports from DICs and Aftercare Program under Demand Reduction Division	Annually	Outreach Reports
Percentage of clients provided treatment	This SI shows the percentage of compulsory clients who were provided with treatment including rehabilitation and brief interventions services.		Annually	TAP Reports
Number of Treatment Assessment Panel Meetings Conducted	This SI shows the total number of times Treatment Assessment Panel meeting are held in 5 regions with Treatment Assessment Panel instituted.	TAP reports	Annually	TAP reports
Timeline by which meeting on establishment of detoxification in Regional Referral Hospitals is conducted	This SI shows the timeline by which meeting on establishment of detoxification in Regional Hospitals is conducted.	Collect Report from Treatment Program under Demand Reduction Division	Annually	Minutes of Meeting
Timeline by which draft Drug and Tobacco Control Strategy is developed	This SI measures the timeline by which a draft Drug and Tobacco Control Strategy is developed.	Collect data from Secretariat of BNCA	Annually	Strategy Document

Success Indicator	Description	Data Collection Methodology	Data Collection Frequency	Data Source
Number of School Counselors or Health Workers trained on Basic Universal Treatment Curriculum	This SI measures the number of School Counselors or Health Workers trained on Basic Universal Treatment Curriculum	Collect program report from Drug Treatment Program under Demand Reduction Division	Annually	Program Report
Number of times disposal of seized NDPS and tobacco products are conducted in environment friendly incinerators in collaboration with relevant stakeholders  This SI measures the number of times seized NDPS and tobacco products are disposed in an environmentally friendly manner.		Collect disposal report from secretariat	Annually	Program Report
Number of working days by which Reward for Informers are paid			Annually	Minutes of Meetings
Number of electronic signboards or billboards installed	This SI measures the number of electronic signboards or billboards installed	Collect report from secretariat	Annually	Installation Report from Secretariat
Number of signboards repaired and updated	signboards repaired and This SI measures the number of signboards repaired and updated		Annually	Program Report
Timeline by which piloting, screening and referral program in school is initiated	This SI measures the timeline by which piloting, screening and referral program in schools is initiated.	Collect program report from Demand Reduction Division	Annually	Program Report

Section 5: Requirements from other Ministries, Agencies & Dzongkhags

	Relevant Success Indicator	Requirement from the Organisation	Justification for the Requirement	Requirement detail	Impact (If Not Met)
SALE FOR THE BUILDING SERVICE	Number of inspections conducted for Tobacco	Support for Joint Inspections in their Dzongkhags	Inspections are joint efforts to reduce accessibility and availability of Tobacco Products	At least once a year in every Dzongkhag	Inspections cannot be conducted if there is no support from Dzongkhag
	Number of times Board meetings conducted	Representation from Department of Trade (Director), Representation from Ministry of Education (Secretary),	They are the members of the Narcotic and Tobacco Control Board	Twice a year as per NDPSSA Act	Board Meeting cannot be conducted
		Representation from Department of Revenue and Customs (Director), Representation from Ministry of Health (Minister),			
		Representation from Home and Cultural Affairs (Secretary)			
					11.75

Organisation Name	Relevant Success Indicator	Requirement from the Organisation	Justification for the Requirement	Requirement detail	Impact (If Not Met)
MINISTRY OF EDUCATION	Number of times Board meetings conducted	Representation from Department of Trade (Director), Representation from Ministry of Education (Secretary), Representation from Department of Revenue	They are the members of the Narcotic and Tobacco Control Board	Twice a year as per NDPSSA Act	Board Meeting cannot be conducted
		and Customs (Director), Representation from Ministry of Health (Minister), Representation from Home and Cultural Affairs (Secretary)			
MINISTRY OF FINANCE	Number of times Board meetings conducted	Representation from Department of Trade (Director),	They are the members of the Narcotic and Tobacco Control Board	Twice a year as per NDPSSA Act	Board Meeting cannot be conducted
		Representation from Ministry of Education (Secretary),			
		Representation from Department of Revenue and Customs (Director),			
		Representation from Ministry of Health (Minister), Representation from			
		Home and Cultural Affairs (Secretary)			

Organisation Name	Relevant Success	Organisation	Justification for the Requirement	Requirement detail	Met)
MINISTRY OF HEALTH	Number of times Board meetings conducted	Department of Trade (Director), Representation from Ministry of Education (Secretary), Representation from Department of Revenue	They are the members of the Narcotic and Tobacco Control Board	Twice a year as per NDPSSA Act	Board Meeting cannot be conducted
		and Customs (Director), Representation from Ministry of Health (Minister), Representation from Home and Cultural Affairs (Secretary)			
MINISTRY OF HOME & CULTURAL AFFAIRS	Number of times Board meetings conducted  weepings conducted promotes and promotes	Representation from Department of Trade (Director), Representation from Ministry of Education (Secretary), Representation from Department of Revenue and Customs (Director), Representation from Ministry of Health (Minister), Representation from Home and Cultural Affairs (Secretary)		NDPSSA Act	Board Meeting cannot be conducted
	Muther of hysis Board resellings constitutived				

Organisation Name	Relevant Success Indicator	Requirement from the Organisation	Justification for the Requirement	Requirement detail	Impact (If Not Met)
CIVIL SOCIETY ORGANIZATION AUTHOURITY	Number of times Board meetings conducted	Representation from CSOs (Nazhoen Lamtoen and Bhutan Transparency Initiative), Representation from Drug Regulatory Authority (Drug Controller)	They are members of the Board	Twice a year as per NDPSSA Act	Board Meeting cannot be conducted
DRUG REGULATORY AUTHORITY	Number of times Board meetings conducted	Representation from CSOs (Nazhoen Lamtoen and Bhutan Transparency Initiative), Representation from Drug Regulatory Authority (Drug Controller)	They are members of the Board	Twice a year as per NDPSSA Act	Board Meeting cannot be conducted
Gelephu Thromde	Number of inspections conducted for Tobacco	Support for joint or Thromde led inspections	Inspections are one of the mandates of thromdes and LGs	at least once a year	Inspection cannot be conducted
Phuntsholing Thromde	Number of inspections conducted for Tobacco	Support for joint or Thromde led inspections	Inspections are one of the mandates of thromdes and LGs	at least once a year	Inspection cannot be conducted
Samdrupjongkhar Thromde	Number of inspections conducted for Tobacco	Support for joint or Thromde led inspections	Inspections are one of the mandates of thromdes and LGs	at least once a year	Inspection cannot be conducted
Thimphu Thromde	Number of inspections conducted for Tobacco	Support for joint or Thromde led inspections	Inspections are one of the mandates of thromdes and LGs	at least once a year	Inspection cannot be conducted
THROMDEYS	Number of inspections conducted for Tobacco	Support for joint or Thromde led inspections	Inspections are one of the mandates of thromdes and LGs	at least once a year	Inspection cannot be conducted

# Whereas,

I, the Director General, Bhutan Narcotics Control Authority, commit to the Prime Minister, the Government and the people of Bhutan to deliver the results described in this Annual Performance Agreement.

I, the Prime Minister, commit to the Director General, Bhutan Narcotics Control Authority, on behalf of the Government and the people of Bhutan, to provide the necessary fund and resources for delivery of the results described in this Annual Performance Agreement.

SIGNED:

Dr. Lotay Tshering

Prime Minister of Bhutan

Date

Date

Phuntsho Wangdi

Director General