



UTIN Project Implementation Secretariat

To: The Steering Committee Members, UTIN
From: The Project Team, UTIN
Date: 27th January, 2010
Subject: **PERFORMANCE BONUS FOR THE STEERING COMMITTEE MEMBERS AND PROJECT TEAM MEMBERS**

The Steering Committee members may please recall that section 7.5 of the UTIN Rules and Regulation (as approved) provides that “in order to encourage and reward hardwork, the Steering Committee shall after the assessment of the performance of the Project biannually approve the payment of performance bonus. The vehicle to drive this process is the biannual performance evaluation report on the Project Management Team. The Chairman Joint Tax Board shall determine the performance of the Implementation/Steering Committee members.” The Steering Committee, Project Manager and Project Team members shall determine the performance of the Project Team.

In line with the above provisions, please find enclosed biannual performance appraisal form for the UTIN Steering Committee and Project Team Members for your perusal, adoption and further actions. Also enclosed is a proposal for the scoring of the performance appraisal forms for the Project Management Team as a guide for the Steering Committee and Project Team members. It would be recalled that the Steering Committee had agreed during its last meeting that the Project Team members would be jointly evaluated by the Steering Committee members and the Project Manager, and that the later would be allowed more scores as the direct supervisor of the other team members. The Project team members also would score the Project Manager. The Steering Committee may wish to adopt the ratings of the proposal in scoring the Steering Committee Members or otherwise.

It should be noted that the Rules and Regulations of the UTIN Project provides in Sections 8.3 and 8.4 on Performance Management/Commendation that a Project Team member who closes assigned deliverables/milestones as at when due and scores 70% or more in the biannual performance evaluation shall be due for commendation and a letter of commendation shall be issued to the deserving employee by the Chairman JTB.

Additionally, an employee who scores 50% and above in the evaluation shall be qualified for payment of performance bonus and one step salary increment as is obtained in the FIRS.

Prayers

The UTIN Steering Committee is invited to note and approve the following:

1. approve the enclosed biannual performance appraisal form for the Steering Committee Members;
2. approve the proposal for the scoring of the performance evaluation form for the Project Team members;
3. approve 50% as the pass mark for the evaluation as is obtained in FIRS for an employee to merit the payment of the performance bonus and one step salary increment;
4. approve the performance appraisal form for the five (5) Project Team Members who have completed six (6) months, and its distribution to the Steering Committee Members for evaluation;
5. approve that 2 (two) weeks be given as deadline for the submission of the evaluated forms by the Steering Committee members to the UTIN Secretariat after which the UTIN Secretariat should collate and aggregate the scores in line with the proposal for scoring on behalf of the Steering Committee;
6. approve the payment of sum equivalent to one (1) month salary to qualified Project Team Member(s) as obtained in FIRS as performance bonus on a biannual basis;
7. determine and approve the remuneration for the Steering Committee as performance bonus for deserving members.
8. direct further to ensure closing of the above;

Thank you.



Chinedu Ekeh
Project Manager
UTIN