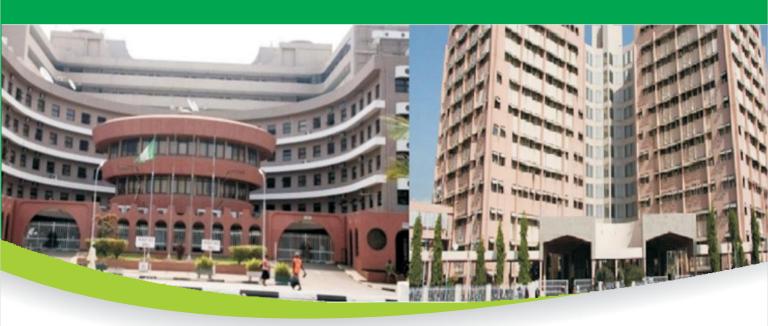




ANNUAL PERFORMANCE REPORT

ON

FEDERAL GOVERNMENT SCORECARD FOR RANKING WEBSITES OF FEDERAL MINISTRIES, DEPARTMENTS AND AGENCIES (MDAS)



DECEMBER, 2018.







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ABBREVIATIONS & ACRONYMS

BPSR - Bureau of Public Service Reforms

CMS - Content Management System

CSOs - Civil Society Organisations

EoDB - Ease of Doing Business

FCSC - Federal Civil Service Commission

FMCT - Federal Ministry of Communication Technology

FMJ - Federal Ministry of Justice

FOI - Freedom of Information

GBB - Galaxy Backbone Limited

ICT - Information and Communication Technology

IMTT - Inter-Ministerial Task Team

ISDMG - Independent Service Delivery Monitoring Group

IT - Information Technology

MDAs - Ministries, Departments and Agencies

NCS - Nigeria Computer Society

NGOs - Non-Governmental Organisations

NIGCOMSAT- Nigeria Communication Satellite

NIRA - Nigeria Internet Registration Association

NITDA - National Information Technology Development Agency

OAGF - Office of the Accountant General of the Federation

OHCSF - Office of the Head of the Civil Service of the Federation

OSGF - Office of the Secretary to the Government of the Federation

PEBEC - Presidential Enabling Business Environment Council

R2K - Right to Know, Nigeria

SERVICOM - Service Compact

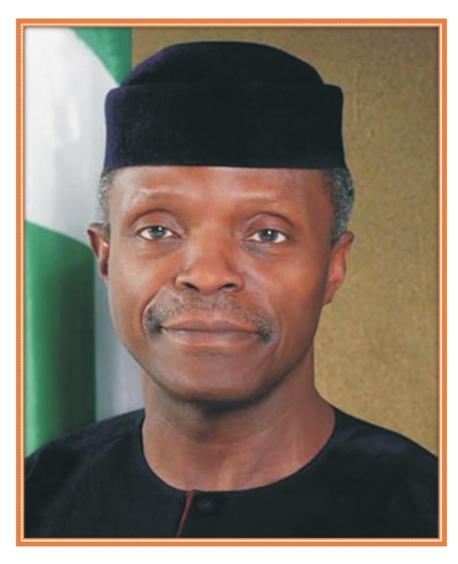
SGF - Secretary to the Government of the Federation



HIS EXCELLENCY

MUHAMMADU BUHARI, GCFR

PRESIDENT, COMMANDER - IN - CHIEF OF THE ARMED FORCES
FEDERAL REPUBLIC OF NIGERIA



HIS EXCELLENCY
PROF. YEMI OSINBAJO, SAN, GCON
VICE PRESIDENT FEDERAL REPUBLIC OF NIGERIA



BOSS MUSTAPHA

SECRETARY TO THE GOVERNMENT OF THE FEDREATION
FEDERAL REPUBLIC OF NIGERIA



MRS. WINIFRED EKANEM OYO-ITA, FCA
HEAD OF THE CIVIL SERVICE OF THE FEDERATION



MR. D.I ARABI, MCIPM, MNIN, Fellow (FICD)
AG. DIRECTOR-GENERAL, BUREAU OF PUBLIC SERVICE REFORMS

Executive Summary

The Bureau of Public Service Reforms as an engine room of reforms in the country has the mandate to initiate, coordinate, monitor and ensure full implementation of government policies and programmes.

In 2016, the Federal Government established a policy on Ease of Doing Business (EoDB) to stimulate a conducive environment for businesses investments to thrive in Nigeria. The policy became pertinent to enable the government diversify the nation's economy to boost its revenue base and ensure the government delivers its electoral promises. Following investigations that the MDAs, w are the machinery for hich implementation of government policies were lacking functional websites required for the EoDB policy to be effectively and efficiently implemented, the Bureau working with key government agencies and a donor agency, Right to Know (R2K) institutionalized service Nigeria a improvement tool known as Federal Government scorecard for ranking websites of the MDAs.

The scorecard is a strategic/peer review tool deployed to assess/rank MDAs' websites by identifying key constraints in accessing the websites for doing business and delivery of public goods and services.

There are fourteen strategic thematic areas with Key Performance Indicators that are measured in the scorecard as follows: .gov.ng/ng domain string and local website hosting, Look and Feel, Content, Relevance to MDAs mandate and government policy, Structure, Device Compatibility, Security, Load Time, Usability (ease of navigation), Availability/Uptime, Functionality, Interactivity, Accessibility and Capacity Building for MDAs' webmanagers.

Following the approval of the Secretary to the Government of the Federation (SGF) vide Circular ref: SGF/OP/1/S.3/XII/64 dated 10th December, 2017, the scorecard was piloted for seventy (70) MDAs whose selection were based on the following categories, namely: Mainstream MDAs, MDAs with huge customers interface and those identified to be focal in the Presidential Enabling Environment Council (PEBEC) operations. Consequently, the MDAs were evaluated and scored by Jury which comprised of relevant government agencies, CSOs, Non-Governmental Organisations (NGOs) and private body. The results of the evaluation alongside the scorecard ranking of each participating MDA was officially released on the 6th December, 2018. The MDAs which ranked top three on the scorecard were as follows:

1st position - Federal Ministry of Information and Culture

2nd position - SERVICOM; and

3rd position - Federal Ministry of Justice.

In preparation for the 2019 evaluation exercise, the IMTT has reviewed and updated the scorecard criteria in line with current realities in the scorecard implementation efforts and international best practices. In the same vein, the process of constituting a Jury for the exercise has commenced with solicitation for participation of a number of reputable organisations. As at the time of this report, the Computer Warehouse Group and Google Nigeria had confirmed their interest to participate in the Jury.

As part of efforts to ensure continual relevance and improvement of government websites, the Bureau is partnering with Nigeria Internet Registration Association (NIRA), Galaxy Backbone and Federal Ministry of Communication Technology to organise capacity building programme for Heads of ICT and website Administrators in the MDAs in due course. This is aimed at addressing huge skill and capacity gaps identified to be part of the declining factors in the improvement of the operationalization and standardization of government websites vis-à-vis effective and efficient delivery of public goods and services.

D.I Arabi

Ag. Director-General

OVERVIEW OF THE SCORECARD

The Federal Government scorecard for ranking websites of federal MDAs is a strategic service improvement tool and peer review mechanism to track and ensure:

- That MDAs become more accessible to the public about its operations and overall mandates;
- That MDAs' information are made readily available and disseminated widely to the public;
- That MDAs websites are up to date and reviewed, as the need arises;
- That MDAs are available within working hours to attend to public complaints/enquiries; and
- That MDAs promote transparency and accountability in line with the provisions of Freedom of Information Act and or any other related extant provisions.

The scorecard became necessary amidst the concerns that less than 30% of the MDAs, which are the engine room for implementation of government policy on Ease of Doing Business have functional websites and less than 25% have active email addresses and telephone numbers on their websites, which also underpin the poor performance in the implementation of FOI Act.

In most cases, the websites are deficient of requisite capacity to drive MDAs' operations and the much envisaged reforms in the way government businesses are rendered.

The scorecard was introduced to assess. score and rank government websites in order to provide feedback around internal processes and external outcomes so institutions/managers can continually improve on their service delivery. Implementing the scorecard will not only compel public institutions to adhere to laid-down standards for government websites, it will also help to measure what actually matters when it comes to websites performance.

The scorecard was formulated in 2017 by the Bureau of Public Service Reforms (BPSR),in collaboration with R2K Nigeria, MacArthur Foundation, and an Inter-Ministerial Task Team (IMTT) drawn from key MDAs.

Membership of the IMTT and their Institutions:

Mr. D.I Arabi, Ag. DG, BPSR Chairman Mr. Stephen WJS OSGE Mr. Gide Sanusi, OHCSF Mr. Okoro Ikechukwu, **OHCSF** Mrs. Mary Uduma, NIRA Mr. Sikiru A Shehu, NIRA Mrs. Uchechi Kalu, NIRA Mr. Olufemi Olufeko, **FMCT**

Mr. Jeb Gyro,
 Ms. Stephanie Boms
 Mr. Folayan Oluwasegun
 Mr. Lisman Maruf Yakubu

NITDA

Mr. Usman Maruf Yakubu
 Mrs. Ladi Danielle Aku
 Mr. Igwe Cashmir
 NITDA
 SERVICOM

> Mrs. Ene Nwankpa R2K

➤ Ms. Victoria Etim R2K/Secretariat

Mrs. Aderemi Eyiyemi Helen FMJ

Mr. Alegbeleye Femi BPSR/Secretariat

Mr. Akim Nnamdi BPSR

Mr. Oguntuyi Olusegun BPSR/Secretariat

Mr. Henry Okelue GBBMr. Akintayo Bamisaiye GBB



Group Photograph of the IMTT



IMTT Meeting in sessions

IMPLEMENTATION OF THE SCORECARD Approach and Methodology

The scorecard inaugural deployment was approved by the SGF vide Circular ref: SGF/OP/1/S.3/XII/64 dated 10th December, 2017 for seventy pilot MDAs chosen in relation to their mandate and customers' focus. The scorecard approach had involved setting up criteria with Key Performance Indicators and regularly evaluating how current state of the MDAs' websites compares to these criteria. These helps to identify areas where performance is not meeting expectations, so that the concerned institutions/managers can focus attention on improving in the areas that directly relate to them.

The selection of the pilot MDAs were categorized into three main branches, namely:

- i. Mainstream MDAs;
- ii. MDAs with huge customers interface; and
- iii. MDAs identified to be focal in the Presidential Enabling Business Environment Council (PEBEC) operations.

List of the Pilot MDAs

A. Pilot MDAs in the Mainstream Category:

- 1. Federal Ministry of Trade and Investment
- 2. Federal Ministry of Interior
- 3. Federal Ministry of Water Resources
- 4. Ministry of Budget and National Planning
- 5. Ministry of Defence
- 6. Federal Ministry of Information and Culture
- 7. Federal Ministry of Justice
- 8. Federal Ministry of Mines and Steel Development
- 9. Federal Ministry of Education
- 10. Federal Ministry of Health
- 11. Federal Ministry of Communications
- 12. Federal Ministry of Labour
- 13. Federal Ministry of Power, works and housing
- 14. Federal Ministry of Women Affairs

- 15. Federal Ministry of Mines and Steel Development
- 16. Federal Ministry of Education
- 17. Federal Ministry of Health
- 18. Federal Ministry of Communications
- 19. Federal Ministry of Labour
- 20. Federal Ministry of Power, works and housing
- 21. Federal Ministry of Women Affairs
- 22. Federal Ministry of Niger Delta Affairs
- 23. Federal Ministry of Finance
- 24. Federal Ministry of Agriculture and Rural Development
- 25. Ministry of Foreign Affairs
- 26. Federal Ministry of Youth and sports
- 27. Federal Ministry of Science and Technology
- 28. Federal Capital Territory Authority
- 29. Federal Ministry of Environment
- 30. Ministry of Petroleum
- 31. Federal Ministry of Transport

B. Pilot MDAs in the Ease of Doing Business Category:

- 1. State-House
- 2. Office of the Secretary to the Government of the Federation
- 3. Office of the Head of the Civil Service of the Federation
- 4. Federal Civil Service Commission
- 5. Office of the Auditor-General of the Federation
- 6. Office of the Accountant-General of the Federation
- 7. Federal Airport Authority of Nigeria
- 8. Nigerian ImmigrationService
- 9. Central Bank of Nigeria
- 10. Corporate Affairs Commission
- 11. Nigerian Customs Service
- 12. National Drug Law Enforcement Agency
- 13. Special Control Unit for Money Laundering

- 14. Nigerian Police Force
- 15. Federal Ministry of Agriculture & Rural Development- Plant Quarantine
- 16. Nigerian Civil Aviation Authority
- 17. Federal Inland Revenue Service
- 18. National Intelligence Agency
- 19. National Sovereign Investment Authority
- 20. Office of the National Security Adviser
- 21. Nigeria Ports Authority
- 22. Nigeria Export Promotions Commission
- 23. Nigeria Import Promotions Commission
- 24. Nigeria Shippers Council
- 25. Nigeria Export Import Bank
- 26. Nigeria Export Processing Zones Authority
- 27. Nigerian Maritime Administration and Safety Agency
- 28. Nigerian Electricity Regulatory Commission
- 29. Nigeria Electricity Management Services Agency
- 30. National Collateral Registry
- 31. SERVICOM
- 32. Department of State Security

C. Pilot MDAs in the Huge Customer Interface Category

- 1. Nigerian National Petroleum Corporation
- 2. Department of Petroleum Resources
- 3. Petroleum Equalization Fund
- 4. Nigerian Communication Commission
- 5. Nigeria Communication Satellite (NIGCOMSAT)
- 6. Nigeria Extractive Industries Transparency Initiative (NEITI)
- 7. National Bureau of Statistics
- 8. Bureau of Public Procurement.
- 9. Economic and Financial Crimes commission
- 10 Bureau of Public Service Reforms
- 11 Federal Road Safety Commission
- 12 National Identity Management Commission
- Galaxy backbonePlc.

Evaluation Procedures

The process of evaluating the pilot MDAs had involved a body of Jury drawn from relevant agencies of the government, CSOs, NGOs and private organisations. The Jury measured and evaluated the MDAs against the scorecard criteria over 60 days period, which were spread through the year. The final evaluation results were then aggregated and the MDAs were ranked accordingly.

Membership of the 2018 Jury and their Organisations

Mr. Abdullahi A. Tumba/Director (ICT) **OHCSF** Mr. Isah Abubakar Kimpa/Director (IT) **OAGF** Mr. Ajayi Afolabi/Director (ICT) **FCSC** Mr. Ayokunnu Ojeniyi **PEBEC** Mr. Olufemi Olufeko/AD-e-Govt. **FMCT** Mr. Muhammad Kabir Salihu **NITDA** Mrs. Mary Nma Uduma **NIRA** Mrs. Ene Nwankpa/Coordinator R2K Nigeria Mr. Atambi Ade Ade/Director (R&S) **ISDMG** Dr. Akin Fapounda NCS Dr Anne Nzegwu/Director (RC) **MBNP** Mrs. Ladi Aku **SERVICOM**

Thematic Areas and the Key Performance Indicators
The following table outlines the criteria thematic areas and expected key performance indicators within each area:

S/N	Criteria	Key Performance Indicator(s)								
1	.gov.ng/.ng domain string and local web hosting.	 Ministries should have a .gov.ng domain. Departments should end with .gov.ng. Government initiatives, committees and units should also maintain .gov.ng domains. Agencies must end with .ng string. Domain registration and website hosting to be incountry. 								
2	Appearance and aesthetics (Look and Feel)	 Ministries and departments should maintain the official colors of Government i.e. green background (HTML hex colour value #007D53). Agencies can maintain their individual agency's colors. All Government websites should bear the coat of arms of the Federal Government of Nigeria on their homepage either as part of their logo, on their masthead or in their footer. MDA name should be present on masthead. (Please note: The masthead is the top green bar that has the navigation and name of the MDA) 								

SN	CRITERIA	Key Performance Indicator
3	Content	Website is expected to have up to date content. Necessary details e.g. names of management team members, addresses, etc. must be up to date. Management updates, organizational changes, etc. should be done within 24 hours. News items should not be older than 3 months. Use of images and multimedia items such as videos.
4	Relevance to MDAs mandate/ government policy	Content on website is expected to speak to the operation and business of the MDA. It must also be in line with the government policy that set up the MDA
5	Structure	MDA websites are expected to have at a minimum the following pages that are searchable from a search box: (a) Homepage (b) About MDA (c) Management team (d) Organogram (e) Services (f) Contact Us (g) Annual Reports
6	Responsiveness (Device Compatibility)	MDA websites are expected to render properly on both desktop, tablets and mobile phones.

SN	N CRITERIA Key Performance Indicator								
7	Security	Website is expected to have SSL certificates as basic security and Captcha where applicable i.e. on forms, feedback forms and other forms that need to be filled and submitted online. Extra website security will get more scores.							
8	Load Time	The target load time for an MDA website should not be more than 10 seconds. MDA will score higher with faster load time. www.tools.pingdom.com will used as approved testplatform							
9	Usability / ease of navigation	MDA website is expected to be easily navigable. It is desirable that all website pages should be reachable from Homepage							
10	Availability / Uptime	Website is expected to be up/available for 90% of the time in a year. A higher uptime will get the website more scores. Www.uptimerobot.com will be used as the tool for measuring this.							

SN	CRITERIA	Key Performance Indicator						
11	Functionality	It is expected that website should provide the ability for citizens/stakeholders/customers to carry out some activities they would normally come to the office to carry out, e.g. forms, brochures, nominal rolls, payments, etc. 1) Ministries and Departments - Downloaded resources like Brochures, Nominal Roll, Annual Reports, and Forms (if any) 2) Agencies - Online fillable forms/ downloadable forms and/or Brochures, Online Payment						
12	Interactivity	MDA website is expected to have a contact us page with physical address of the MDA, working @.gov.ng email address, a working feedback form, working contact phone number of MDA, departments/units. MDA will score extra marks if it makes available other interaction platforms e.g. its social media links, a live chat, etc.						
13	Accessibility	MDA website is expected to have fonts that are easily readable both in type, size, and colour. Website will score more points if it takes into consideration people with special needs e.g. photo-sensitivity, flashing text, and the ability to enlarge font size. Minimum font size requirement = 12 px. Expected font						
14	Capacity Building	MDA is expected to make their webmasters available for at least one website/CMS training to be organized by BPSR. MDA will score more marks if it can show proof of more relevant training for webmasters						

RELEASE OF THE 2018 EVALUATION RESULT OF THE SCORECARD

The procedures of the scorecard had involved validation of the outcomes of the Jury's evaluation by the IMTT. Thereafter, the validated evaluation result was forwarded to the SGF for his information and to obtain his approval for it to be publicised.

In order to set the record straight, it is imperative to state at this juncture that the Office of the Secretary to the Government of the Federation was not ranked in the 2018 Scorecard due to the fact that its website was unavailable for evaluation within the Jury season. In a similar context, a decision was reached that the BPSR though evaluated and emerged best, should be exempted from the ranking because it was the initiator of the Scorecard, but its website should serve as standard for others to adopt. This was intended to further underscore the credibility, transparency and acceptability of the Scorecard and its process.

On the 6th December, 2018, the final evaluation result of the scorecard was officially released in a Press Conference held at Obasanjo Hall, Office of the Head of the Civil Service of the Federation where all the participating MDAs, CSOs, Media organisations and other stakeholders were in attendance.

The MDAs that ranked top three in the Scorecard were as follows:

1st position - Federal Ministry of Information and Culture

2nd position - SERVICOM; and

3rd position - Federal Ministry of Justice.



Representative of Federal Ministry of Information receiving the award for 1st Position



Representative of SERVICOM receiving the award for 2nd Position



Representative of Federal Ministry of Justice receiving the award for 3rd Position



Scenes at the Press Conference for the official release of the 2018 Scorecard Results.

FORMAL PRESENTATION OF AWARD TO **DCNS. GRACE ISU GEKPE**

THE PERMANENT SECRETARY, FEDERAL MINISTRY OF INFORMATION AND CULTURE









2018 Evaluation Result of the FG Scorecard for ranking websites of Federal MDAs



2018 FEDERAL GOVERNMENT SCORECARD FOR RANKING OF MINISTRIES, DEPARTMENTS & AGENCIES (MDAS) WEBSITES



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TRAINING OF IT OFFICERS/WEB MANAGERS IN THE MDAS

Part of the lessons learnt from the 2018 evaluation is the fact that there are noticeable skill gaps in the capacity of IT Officers/Managers of MDAs' websites. Towards this end, the Bureau in partnership with NIRA, Galaxy Backbone and Federal Ministry of Communication Technology has designed series of workshops and capacity building programmes for Heads of ICT and Web Administrators in the MDAs, which will commence in due course. There are other specialized training that will also be conducted for the officer as the exercise progresses.

PREPARATION FOR THE 2019 EVALUATION

The IMTT has held several meetings to deliberate and fashion-out groundwork activities towards preparation for the 2019 Scorecard ranking and evaluation exercise. Most expectedly, the criteria for the scorecard has been reviewed and updated by a sub-Committee which comprised of Galaxy Backbone, NITDA, SERVICOM and NIRA to address a number of issues that emerged during the 2018 evaluation and ensure that they meet international best practice.

In the same vein, the process of selecting and constituting a Jury for the 2019 evaluation has commenced by soliciting representation of notable private firms, CSOs, NGOs and Media Organisation. Already, Computer Warehouse Group and Google Nigeria had written to the Bureau to confirm availability for the Jury assignments.

In order to fully prepare the MDAs for the 2019 exercise, the IMTT will organise series of interactive workshops/training to communicate findings of the 2018 Scorecard, create enlightenment on the objectives of the programme and provide skill supports, where necessary.

CONCLUSION

The Federal Government scorecard for ranking websites of federal public institutions provides a tangible data that can be frequently applied to track and measure implementation of government policy on Ease of Doing Business as well as compliance with FOI Act. The IMTT is working to develop a policy note on the Scorecard to ensure MDAs continue to improve their websites along the targeted areas. The IMTT will also make effort to encourage ICT regulators and service providers both in the public and private sectors to utilise every outcome of the scorecard to deepen synergy among themselves and promote adherence to guidelines that improve performance.

