



ACTION PLAN – 2021

**DEPARTMENT OF PUBLIC ENTERPRISES
STATE MINISTRY OF MONEY AND CAPITAL MARKET AND STATE ENTERPRISE REFORMS,
MINISTRY OF FINANCE**



Action Plan – 2021

Department of Public Enterprises

<p>H= High</p> <p>M= Medium</p>

Objectives	Activities	Responsible Officer/s	Priority	Time Frame	Outputs	Progress
1. Improve Good Governance in Public Enterprises	<p>1.1 Issuance of guidance and directives to establish financial discipline and good governance of SOEs.</p> <ul style="list-style-type: none"> • Dividend Policy • Bonus Policy • Good Governance updated Guideline • Circulars on Action Plan and Budget Preparation • Issuance of Guideline for Collective agreements • Preparation of a Revenue Policy 	<p>ADG (P) + ADG(all) + Teams</p>	H	1st Quarter to 4 th Quarter	<p>1.1</p> <ul style="list-style-type: none"> • Circulars • Guidelines • Manuals 	
	<p>1.2 Issue a guideline for the preparation of Administrative Manuals.</p>			2 nd Quarter	1.2 Manual	

<p>2. Monitoring the Performance of Public Enterprises</p>	<p>2.1. Establish a monitoring unit consisting of team leader, subject specialist, Subject officer and a Facilitator for monitoring significant SOEs</p> <ul style="list-style-type: none"> a) Establish monitoring mechanism using MIS b) Prepare review reports <p>2.2. Periodic monitoring of SOEs based priority monitoring Levels of High, Medium and Low.</p> <ul style="list-style-type: none"> a) Identification of Main issues of SOEs b) Convene meetings with Board of Directors c) Review Corporate plans, Action plans, Annual Budgets of 2021 and Propose corrective measures to SOES to improve above plans where necessary <p>2.3 Monitor SOEs through data base</p> <ul style="list-style-type: none"> a) Complete enrolling all SOEs monitor by PED to MIS b) Develop monthly monitoring formats and generate monitoring reports c) Develop economic contribution reports from MIS 	<p>ADG(Admin) Head of SOE monitoring unit</p> <p>ADG (All) AD/DD/D</p>	<p>H</p> <p>H</p>	<p>Throughout the Year</p> <p>Throughout the Year</p> <p>Throughout the Year</p> <p>Throughout the year</p>	<p>2.1</p> <ul style="list-style-type: none"> a) Recruitment of staff b) Number of review reports prepared <p>2.2</p> <ul style="list-style-type: none"> a) No of issues identified/Fishbone diagram b) No of meetings held c) No of Plans reviewed <p>2.3</p> <ul style="list-style-type: none"> a) No of SOEs listed in MIS. b) No of monthly monitoring reports generated. c) Economic contribution reports developed 	
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* High Monitoring SOEs – Monthly

*Medium Monitoring SOEs – Quarterly

*Low Monitoring SOEs – Annually

3.Safeguard shareholder interest	2.6 Evaluating and Analyzing the Business Proposals	ADG (All) AD/DD/D	H	Throughout the Year	2.6 Number of proposal evaluated and analyzed
	2.7 Provide observations and comments to cabinet memorandums .				2.7 No of observations and comments
	2.8 SOEs issue handling				2.8 a)No of letters written b)No of meetings arranged/Minutes d) Site visit arranged
	3.1 Preparation of Revenue Estimates and Budget for the year 2022				3.1 Preparation of Revenue Estimates And Budget -2021
	3.2 Collection of Levy and Dividend 2021				3.2 collected Levy and dividend -2020
	3.3 Participate in AGM / EGM	ADG (All) AD/DD/D		Throughout the Year	3.3 No of AGMs / EGMs Attended
3.4 Facilitating an effective Audit Monitoring regarding the actions taken by SOEs on issues raised by the Auditor General /External Auditors.			3.4 No of remedial actions taken		
3.5 Provide Finance minister concurrence for SOEs for Finance Act provisions.			3.5 Concurrence letters sent		
3.6 Granting of approval for major transactions, subject to safeguarding the Treasury interest.			Bi-annual	3.6 No of approved major transactions	

4. Safeguard the Public interest	3.7 Conduct Treasury Rep meetings a) T/Rep issue solving meeting b)Awareness program/workshop	ADG (P)		Throughout the Year	3.7 a)No of meetings arranged b)Lessoned Learned report c)awareness workshops held
	3.8 Arrange performance renew meetings with representatives of RPCs.	ADG (A)			3.8 No. of meetings organized
	4.1Assisting to the COPE a) Prepare reports to COPE on the performance of SOEs which are to be reviewed by the respective COPE meetings b) Attend COPE meetings of relevant SOEs c) Follow up the implementation of COPE recommendations by SOEs d) Submit PED's observations on COPE reports (Interim and Final) submitted in parliament	ADG (A) ADG (All) AD/DD/D ADG(I) }		2 nd Quarter	4.1 a) COPE reports prepared b) COPE meetings attended c) follow up letters sent d)report submitted

	<p>4.2 a) Follow up timely submission of Annual Reports in Parliament</p> <p>b)Report cabinet on Annual Reports Late Submission in Parliament</p> <p>4.3 Follow up the implementation of budget proposals related to SOEs</p>	<p>ADG (All) AD/DD/D</p> <p>ADG (All) AD/DD/D</p>	<p>M</p> <p>H</p>	<p>Throughout the year.</p> <p>End of the year</p>	<p>4.2</p> <p>a) No of observation written on Annual Reports Submitted to cabinet</p> <p>b) Cabinet memo on Annual Reports delay Submission in Parliament</p> <p>4.3a)No of implemented proposals</p> <p>b) Follow up meetings arranged</p> <p>c) budget expenditure/disbursement</p>	
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	4.4 Preparation of Financial Statements and Public Officers Advance B. Account	ADG (A)	H	Before 28 th of February 2021	4.4 Timely submission of Financial Statements and Public Officers Advance B. Account 2020 to relevant authorities.	
	4.5 Preparation and timely submission of Performance Report of 2020	ADG (A)	H	31st May 2021	4.5 Timely submitted Performance Report	
	4.6 Preparation of the chapter on SOBEs for the MOF Annual Report 2020	ADG (A)	H	End of May 2021	4.6 Timely submitted the Chapter of SOBEs for the MOFP Annual Report	
	4.7 Preparation of chapter on SOBEs for the Report On Fiscal Management Responsibility Act 2021	ADG (A)	H	Mid July 2021	4.7 Timely submitted the Chapter on Timely performance of SOBEs for Fiscal Management Report 2021	

	4.8 Preparation of CBSL Annual Report	ADG (P)	M	End of March 2020	4.8 Submitted CBSL Annual report	
	4.9 Preparation of CBSL Semi Annual Report		M	End of July 2020	4.9 Submitted CBSL Semi Annual Report	
	4.10 Preparation of Mid-year Fiscal Position Report		M	Mid October	4.10 Submitted Mid-year Fiscal Position Report	