

Annexure-B **Lead Governance's Responsibilities**

1. To lead the team of Punjab Good Governance Fellows and Programme Associates under the overall guidance of Administrative Secretary, Department of Governance Reforms and Public Grievances and reporting to CEO PSeGS for administrative purposes.

The team shall be tasked with the following responsibilities:

1. Preparation of agenda for reforms including research on good governance practices, nationally and globally.
2. To research and formulate specific proposals on desired areas of Governance.
3. To work with specified departments on implementation of proposals for reforms, including internalization and adoption of desired good practices etc.
4. To monitor and report on the implementation of any specific proposal or project.
5. To help in documentation of the initiatives undertaken by the Govt.
6. Any other work assigned to it in pursuance of the objectives of the Government.

*Annexure A - **Program Team***

1. Given the number of fellows and the diversity of skillsets, it is imperative to build a program team that will support this young and dynamic group of fellows and the evolving needs of the program, it is imperative to have a strong program team to support the fellows deliver results, and have a meaningful fellowship experience.
2. The broad focus of the program team will be to support and monitor the fellows team to deliver, clearly define expectations across stakeholders, and build a brand for the

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fellowship.

3. The program team will be working with the CS office, PS-GR and Lead Governance across the three different stages of the fellowship:
 - Ensures regular support and monitoring with periodic project reviews.
 - Continuous capacity development for fellows across core and selected areas
 - Work with the ADs, CS office to re-calibrate technical needs and fellows work focus areas
 - Induction program for new fellows, to set them up for effective contribution and deliveryIn addition to this, the team will also support Lead Governance to assess the requirement of the ADs, manage the recruitment process, disseminate fellows' contribution to a wider audience and supporting outgoing fellows with post fellowship opportunities.
4. Each member of the program team may be referred to as a **Program Associate**

4. Responsibilities:

4.1 PGGFs are tasked with the following responsibilities:

1. To assist the members of the Administrative Secretaries and Deputy Commissioners in preparation of agenda for reforms including research on good governance practices, nationally and globally.
2. To research and formulate specific proposals, on desired areas of governance
3. To work with officers of specific departments on implementation of proposals for reforms, including internalization and adoption of desired good practices
4. To monitor and report upon the implementation of any specific proposal or project
5. To help in documentation of the initiative undertaken by the department or district
6. Any other work assigned to it in pursuance of the reform agenda of the Government.