

MID TERM REVIEW OF PERFORMANCE 2018/2019 (PARIS)

FULL NAMES OF APPRAISEE	MBALULE SIMON
PERSONAL FILE NUMBER	1682
JOB TITLE/POSITION	SYSTEMS ADMINISTRATOR
INSTITUTE	NaSARRI
PROGRAM	ADMINISTRATION
UNIT	ICT
FULL NAMES OF APPRIASER	DR. MICHAEL A. UGEN
DESIGNATION OF APPRAISER	DIRECTOR
PERIOD OF PERFORMANCE PLAN:	2018/2019
PERIOD OF MID TERM REVIEW	JULY –DECEMBER 2018

MID-TERM PERFORMANCE REVIEW TEMPLATE FOR JULY –DECEMBER 2017 (PARI)

No	Agreed Performance Targets (2017/2018)	Progress	Remarks
1	Maintain Linksys wireless broadband router as alternative internet server to assign static Internet Protocol (IP) addresses to 50 computers on the network by December 2018	The broadband router was configured to broadcast 50 IP addresses as alternative server.	To maintain static IP addresses when using this configured alternative device for internet/network connectivity
2	To maintain three (3) secured wireless hotspots by June 2019	Three hotspots (ICT-Admin, ICT3 and NaSARRI_ICT Resource) configured and secured	Good progress
3	Conduct seminar on best	Training not yet conducted.	To ensure that training takes

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	computer practices to 20 staff by March 2019.	Scheduled in March 2019	place in March 2019 as planned.
4	Installation of Softros LAN messenger application software to 10 computers on LAN by June 2019 to ease information sharing.	The Application was developed and installed on 10 computers. It's working efficiently using the LAN.	Good progress
5	Maintaining computers and their peripherals like printers, scanners for 30 staff.	Computers and their peripherals are being managed to ensure quality service. Installation Application software's for the peripheral devices kept and used whenever reinstallation or restoration of service is required.	Good progress
6	Antivirus application software's installed on 30 computers by June 2019.	Antivirus application license still active to most computers and will expire by April 2019	To acquire new licences for 30 computers before April 2019
7	Develop meta-database to store computer logs and IP addresses on LAN by May 2019	Meta-database prototype designed and logs generated for 30 computers	Good progress
9	Configuring and maintaining of system software (PFSENSE) on server to effectively monitor both active and in-active users on the LAN by June 2019	PFSENSE system software application successfully installed and maintained on the server Active users are easily monitored	Good progress
10	Maintaining firewall on	Firewall was set-up to easily	Good progress

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	server to enable blocking/passing of specific Internet Protocol (IP) for both network/internet access.	allow/deny specific MAC/IP addresses, heavy sites like YouTube to internet /network access	
11	To conduct three (3) quarterly review meetings to evaluate the performance of the internet service at Airtel Uganda Limited and advise management by May 2019	<p>Review meetings for 1st and 2nd quarter conducted and internet connectivity maintained</p> <p>Subscription paid up to December 2017 on 2mbps bandwidth</p> <p>Subscription not paid for the period January – December 2018.</p>	<p>To have 3rd and 4th quarter review meetings for efficient internet service.</p> <p>To continue reminding Director on the unpaid payment.</p>
12	Develop work plan and budget for the ICT department for FY 2019/2020	Work-plan developed and incorporated in the Institute plan	Good progress
13	Develop procurement plan for the ICT department for FY 2019/2020	Procurement plan generated from the Work-plan and submitted to procurement officer.	Good progress
14	Update minimum specifications to guide procurement of quality ICT equipments across all programs.	Minimum specifications for the various ICT components updated in line with the ICT policy/standard.	Good progress
15	Update website with technological information	<p>Domain nasarri.go.ug was restored after remitting subscription and the embedded emails are also active.</p> <p>The website has been updated on local host pending upload on the hosting server.</p>	To upload the updated version
16	Develop E-board prototype for information	E-board back-end prototype developed as per functional user	Good progress

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	repository by June 2019	requirements obtained	
17	40 extension lines, PBX and distribution box working properly	All extension office lines are well managed.	Good progress

General comments

Good progress achieved to date

Appraiser's Signature..... Date. 30/01/2019

Appraisee's Signature..... Date. 30/01/2019

The mid-term review process should be as follows:

- a) Appraiser and appraisee discuss the progress of work in relation to the performance targets that were set. If conclusions reached at the meeting necessitate changes or adjustments in the targets, these modifications should be specified on the mid-term review form;
- b) Appraiser and appraisee discuss the extent to which core the competences in **Section C** of the appraisal form are being applied or demonstrated or lacking;
- c) Appraiser and appraisee agree on the additions and deletions to targets and modifications where necessary;
- d) Appraiser records the changes, if any, and comments on the mid-term review form;
- e) Appraiser and appraisee sign the mid-term review form; and
- f) Appraiser and appraisee keep copies of the signed mid-term review form and the original document sent back to the Directorate of Human Resources.
- g) Copies of reviewed performance plans should be filed by the records unit for future reference.