



Republic of Somaliland

Ministry of Energy and Minerals

Departmental Work Plan 2022



Department of Planning - Ministry of Energy and Minerals

planning.director@moem-sl.com

planning.moem@sldgov.org

2022



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Ministry of Energy and Minerals

Departmental Work Plan 2022

Department: Planning and Coordination Team

Start/End: January – December 2022

Planning Activities:

Output 1	Activities	Indicators	Time frame Months (Insert X)												Responsibility
			J	F	M	A	M	J	J	A	S	O	N	D	
(Internal in MOEM) Strengthen the Planning Functions Internally with MOEM	– Distribute the template for Work plans to all Ministry departments and units for 2022.	– Number of distributed work plan templates													Planning Team
	– Provide consultations and guidance to the directors to fill the work plan templates	– Number of directors got guidance													Planning Team
	– Collect and Compile all department work plans as a final Document.	– Number of approved annual work plans													Planning Team
	– Validation of work plans departmentally	– Number of meetings to validate the plans with the Minister and DG													All Departments
	– Design, print a Book of Annual Work Plan 2022 and distribute to the Minister and DG and all departments.	– Hard copy of the work plan													Media & Com, HR and Planning Team
	– Work with Directors closely on quarterly achievements.	– Number of achieved quarterly work plan tasks													Coordination

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		– M&E reports of each Milestone.															
	– Work and update with HR Director on TOR, s.	– Directors TORs, – Sections TORs, – Drafting Research and Statistics TOR,															Planning Director and HR Team
	– Developing Minutes Templates In MOEM	– Unified Template developed for MOEM. According to the departments and Events.															Communication Team & Coordination
	Work with department on Writing Concept Note. If Existing: – Updates Existing Concept notes.	– Develop Ministerial template for concept notes. – Collect idea's or Needs for Departmental based Concept notes. (Petroleum, Energy and Mineral) – Assist departments to review proposed concept notes – Compile approved Concept note ideas to final document. – Seek for partnership opportunities (local and International Partners).															Planning Director & Departments
Update Manuals and Update Organizational Development Plan	– Update Departmental Manuals. – Lead and differentiate the crosscutting activities between the departments.	– Number of manuals updated – Number of manual and procedures developed															Planning Team, Communication and HR Team.

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Strengthen the relationship with External Stakeholders, Donors, Investors and development partners	<ul style="list-style-type: none">– Work with Directors to receive List of Current Stakeholders, Donor, Investors in MOEM.	<ul style="list-style-type: none">– Updated stakeholder mapping for each department– Arrange meetings, Welcoming, Consultation and follow-up.– Frequently Communication /Emailing– Managing Ad-hock meetings–																Planning director
	<ul style="list-style-type: none">– Building relationships with external Stakeholders on potential opportunities.– Work with Ministry of Planning and other stakeholders to give them induction about MOEM.– Share with international partners minimum relevant Concept note.	<ul style="list-style-type: none">– Frequently meetings with stakeholders, International Partners and other interests.– Presentation about Moem projects, gaps, and Moem Willing’s.– Number of tentative Concept note ideas.– Look for Donation/Investors.																Planning director
Output 2	Activities	Indicators	Time frame Months (Insert X)								Responsibilities							Remarks
			J	F	M		A	M	J		J	A	S		O	N	D	
Work with Ministry of National Planning and Development on NDPIII	<ul style="list-style-type: none">– Work with the Ministry of National Planning and Development in all aspect of written of NDPIII	<ul style="list-style-type: none">– Number of NDPIII progress report Submitted to MoP&ND.– Coordinate the overall stages of writing NDPIII with following technical consultant (Mustafe Miiigane).																M&E and Director

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	M&E tools, tools for Field Travel days. – Format and Content Table of M&E Reports.	– Developing Number of tools need for field level (M&E forms, different level). – Quarterly M&E Reports – Semi-annual M&E Reports – Annual M&E Reports																	
Objective 3: Coordination Mechanism Enhancement																			
Liaise with MOEM Stakeholders.	– Update energy stakeholders List.	– Contact list updated.																	Coordination
	– Update Minerals stakeholders List	– Contact list updated.																	Coordination
	– Organize and arrange Meetings with Energy and Minerals, Petroleum Stakeholders.	– Number of meetings held – Number of reports prepared –																	Coordination
	– Conduct the Quarterly Energy and Extractives Sector Coordination Meeting with the help of the other MOEM Energy and Minerals departments	– Number of Sub Sector Coordination meetings held. – % of responded Invitations, –																	Planning Team and MoEM (Cross Cutting activities)
MOEM Events & Partnership development Events Plan	– Coordinate the preparation of Somaliland Minerals Investment Forum. – Ceremonies – Official Gathering	Lead and Support events – Partner list – Invitation – Agenda – Program event																	Coordination & (Cross Cutting activities)

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Statistics and Resource Section	<ul style="list-style-type: none"> Produce Quarterly statistical reports to support the progress report of the Departmental work plans. Collect data all department and Produce Quarterly statistical reports Applied statistical in MOEM 	–																	
	<ul style="list-style-type: none"> Produce statistical charts/graphs of the achievements 	<ul style="list-style-type: none"> Tables Charts Graphs Interpretation																	R&S
Capacity Building	<ul style="list-style-type: none"> On job training for setup the section of Research and Statistics. 	<ul style="list-style-type: none"> Number of draft documents and number of activities applied in the department. 																	HR & Planning team.



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Department of Petroleum

Start/End: January – December 2022

Output 1	Activities	Indicators	Time frame Months (Insert X)												Responsibility	Remarks
			J	F	M	A	M	J	J	A	S	O	N	D		
Establishment of the legal framework for upstream petroleum	– Campaign for the endorsement of the Upstream Petroleum Bill and Petroleum Revenue Bill by the Parliament by organising workshops and lobbying activities.	– Approval of the Upstream Petroleum Bill and Petroleum Revenue Bill													Yusuf Muse, Ahmed Adan and Ministry staff	Activities and fund
	– Post approval activities include: translating, proofreading and disseminating.	– Complete final Acts in both Somali and English and disseminated.													Yusuf Muse And Ministry staff	Fund and time
	– Compiling and re-adjustment the regulations in relation to the Acts	– Establishment of regulations and guidelines for the Act.													Yusuf Muse All department	Fund for Legal support
Output 2	Activities	Indicators	Time frame Months (Insert X)												Responsibility	Remarks
			J	F	M	A	M	J	J	A	S	O	N	D		
	– Managing and Supporting current operators' activities in Somaliland	– Activities carried out successfully and in compliance with law													Ministry Managers Ahmed Adan All staff	Timeline will be adjusted to the work program
	– Working with TGS to market the data they acquired 2008 and	– Bid round held and TGS data sold to investors and opening													Ahmed Adan	regular engagemen

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Current operators’ activities and more Somaliland oil and gas blocks being explored	conducting oil and gas blocks bid round	up more Somaliland blocks for international investment																All departmen t staffs	nt with TGS
	– Regular marketing of Somaliland oil and gas, by attending international conferences, contacting data marketing companies and publishing information for marketing	– More companies attracted through marketing companies and direct, bi-lateral approach to get IOCs to take oil and gas blocks																Ministry mgt Ahmed Adan All staff	Time, effort and fund
	– Establishing platform for Somaliland oil and gas experts to advice on sector development.	– Platform established, regular forums arranged and engaging the government with suggestions																Ahmed Adan All departmen t staffs	Fund for Legal support
	– Organising Somaliland mining and petroleum forum for both local and international markets	– Forum executed. International companies and local businesses encouraged to invest oil and gas sector.																Ministry mgt Ahmed Adan All staff	Fund, technical and time
	– Planning and execution of Surface analogue study	– Somaliland petroleum system surface analogue study executed																Ahmed Adan All staff	Fund, technical partnershi
Output 3	Activities	Indicators	Time frame															Responsibil ity	Remarks
			Months (Insert X)																
			J	F	M		A	M	J		J	A	S		O	N	D		



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Data resource management	– Establishing physical data centre	– Gathering and Compiling geological, geophysical and other oil and gas relevant data in the established physical centre																Ahmed Adan All department staff	Funding of Physical data centre
	– Obtaining legacy data, non-seismic from Genel Energy and RAK Gas. Obtaining seismic and aeromagnetic data from TGS	– All data delivered and stored in data centre																Ahmed Adan All department staff	Establish of data centre, strong request companys
Output 4	Activities	Indicators	Time frame Months (Insert X)														Responsibil ity	Remarks	
			J	F	M		A	M	J		J	A	S		O	N			D
Capacity Building for the department staff and Somaliland nationals in earth science sector	– Attending or taking online accredited relevant courses (both technical, legal and management)	– At least four training courses (subject to budget) for pre-selected areas that will have direct and significant impact on the department work																Ministry and allstaff Bashir Adam	Informatio n and fund
	– On-going, internally sourced technical seminars	– Minimum 2 technical trainings per month to build the technical competence of the technical staff.																Yusuf Muse All department staffs	Arrangeme nt to be made with Saeed Dhamac
	– Department staff taking part any exploration activities by the IOCs as part of staff capacity building	– At least one field activity is planned by one IOC and the technical staff will take part in it.																Ministry/ Bashir Adam Ahmed Adan	fund. Confirm, timeline from the IOCs

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Department of ICT

Start/End: January – December 2022



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OBJECTIVE 1:																		
Output1	Activities	Indicators	Time frame														Responsibilities	Remarks
			Months (insert X)															
			J	F	M		A	M	J		J	A	S		O	N	D	
Setup of Firewall	Installation Complete Checking system.	Completing setting up firewall machine																Ali
Creating excel VB For some offices	Complete database	Archeiva Gadiidka Macdanta																Ibrahim
Creating E-mails For secretary	Creating and Complete E-mail																	Ibrahim
Training of secretaries	Secretaries training how to use server and official E-mails	Ministry sec -DG Sec -End Sec -Admin Sec -Mineral Sec I CT sec																Ibrahim
Objective two : Maintenance and Troubleshooting Section																		
Output2	Activities	Indicators	Time frame														Responsibilities	Remarks
			Months (insert X)															
			J	F	M		A	M	J		J	A	S		O	N	D	
Improve ICT Services	✓ Checking systems. ✓ Troubleshooting Computers.	Quarterly Reports of ICT																Ali
Objective three: Network Support Section																		
Output3	Activities	Indicators	Time frame														Responsibilities	Remarks
			Months (insert X)															

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			J	F	M		A	M	J		J	A	S		O	N	D			
Reform of Folders and Users	<ul style="list-style-type: none">– Checking and reform users– Creating folders for users	All Staff																	Najiib	
Objective Four: Server and Database Section																				
Output4	Activities	Indicators	Time frame Months (insert X)															Responsibilities	Remarks	
			J	F	M		A	M	J		J	A	S		O	N	D			
sharing printers	<ul style="list-style-type: none">– To functionalize the printer’s equipment																		Cali	
Objective Five: Websites																				
Output5	Activities	Indicators	J	F	M		A	M	J		J	A	S		O	N	D			
Website Redesign	<ul style="list-style-type: none">- Creating new pages																		Ibrahim	
Output6	Activities	Indicators	Time frame Months (insert X)															Responsibilities	Remarks	
To work to so company on interne solution provider for Moem.	<ul style="list-style-type: none">- To increase bandwidth- To combine the two line of internet																		Ibrahim	

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Department of Human Resource

Start/End: January – December 2022

Output One	Activities	Deliverable	Time frame Months (insert X)												Responsibility	Remarks
			J	F	M	A	M	J	J	A	S	O	N	D		
Employees Management	– Employees job description	Documents													HRM	Forms
	– Daily routine management activities	Report													HRM	Notebooks,
	– Ministry structuring	Papers													HRM	Note, A4
	– Organizing entertainment events – for employees – Book club and knowledge transfer – Exercise and gymnastics (Soccer club) – Employees acquaintance dinner meeting	Integration Team Work													HRM	Budget
	– Employees of the Year ceremony	Certificates and Awards													HRM / Admin	Budget
	– Designing non-permanent employees contract template	Contracts													HRM	Contracts
Output Two	Activities	Deliverable	Time frame Months (insert X)												Responsibility	Required Resources

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Connecting the HRM and CSC	– Implementing the policies and regulations of Somaliland Civil service	Report																Director	C. Service law. 16 policies
Output Three	Activities	Deliverable	Time frame Months (insert X)														Responsibility	Required Resources	
(HR-Database	– Providing training for HR database application	Database																HRM and ICT	Database
	– Registration of HR Database in employees based in regions	Database																HRM	HR database / Budget
	– HR Database reports – Leave – Attendance – Trainings – ET	Database																HRM	HR Database
	– Preparing employees yearly salary using Somaliland Finance Management and Information System (SLFMIS).	SLFMIS																HRM	Training
Output Four	Activities	Deliverable	Time frame Months (insert X)														Responsibility	Required Resources	
	– Preparing and reorganising employee’s transportation	Forms																HRM	Vehicles

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Employees Performance and Appraisal	– Collecting employees yearly work plan in Regions	Report															Performance Appraisal Section	Forms
	– Writing the list of employees whose have work plans and sending it to CSC	Report															Performance Appraisal Section	Forms
	– Employees yearly performance appraisal in HQ	Evaluation															Performance Appraisal Section	Forms
	– Employees yearly performance appraisal in Regions	Evaluation															Performance Appraisal S.	Forms/ Budget
	– Mid-year employee’s performance appraisal	Evaluation															Performance Appraisal S.	Forms
	– Writing the list of employees appraised	Report															Performance Appraisal S.	Computer
	– Preparing employees performance appraisal summary report and sending to CSC	Summarized report															Performance Appraisal S.	Forms
	– To make promotion to employees	Promotion															Performance Appraisal S.	
Output Seven	Activities	Deliverable	Time frame Months (insert X)												Responsibility	Required Resources		

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Health and safety	– To bough health and safety equipment	Equipment																Health and Safety	Budget
	– To improve safety health and safety of workplaces	Report																Health and Safety	Forms
	– To follow health and safety procedures and mechanisms	Report																Health and Safety	Forms
	– Health and Safety awareness	Report																Health and Safety	Awareness
Output Eight	Activities	Deliverable	Time frame Months (insert X)															Responsibility	Required Resources
Capacity building	– Planning and prioritize Training (TNA)	Report																HRD	Meeting
	– Organize training needs analysing sessions	Report																HRD and top management	Meeting
	– To improve soft skills of employees	Improvement																HRD	Trainings
	– Evaluate trained staff to ensure effectiveness of the training program	Evaluation																HRD	HR Database
	– To train Employees HRM policy	Report																HRD	HR Policies

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Output Nine	Activities	Deliverable	Time frame Months (insert X)												Responsibility	Required Resources
HR DEPARTMENT	– Hippa (information security training)	Knowledge and skill													HRD	Training
	– HR law														HRD	Training
	– ISO (international organization for standardization)	Knowledge and skill													HRD	Training
	– OSHA (workplace safety)	Knowledge and skill													HRD	Training
	– Tropical institute language	Knowledge and skill													HRD	Training

Description

Since the department work is crosscutting and working with other departments to deliver these activities. Although we are responsible execution these activities we can't do our responsible work without the cooperation of the other department that these activities is affecting.

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planning.director@moem-sl.com

planning.moem@sldgov.org

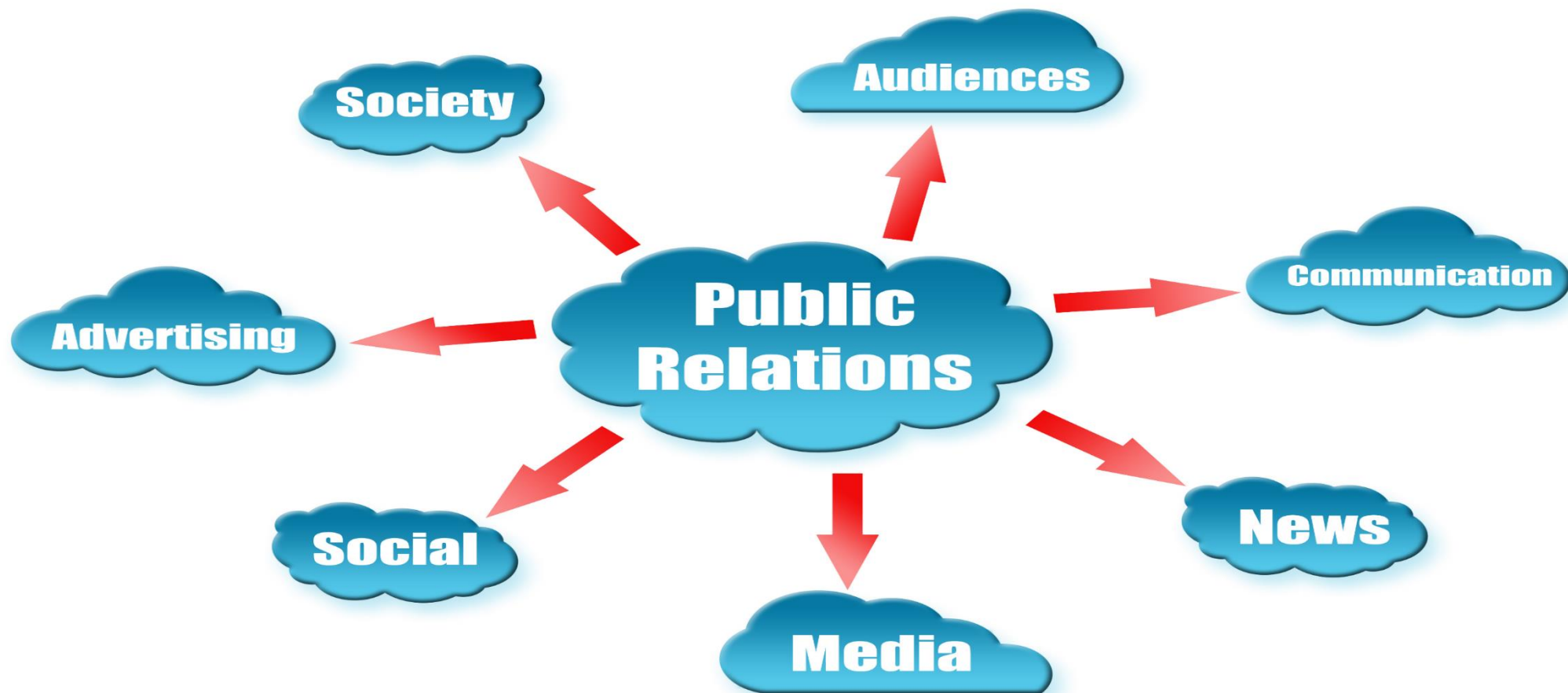
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Department of Media, Communication and Public Relation

Start/End: January – December 2022

Output 1	Activities	Indicators	Time frame Months (insert)																Responsibility	Required Resources
			J	F	M		A	M	J		J	A	S		O	N	D			
Improving the Image of Ministry	– Inform and involve the public about relevant information and progress of the various activities	Number of audiences reached.																	Abdifatah	Human, Budget & Material
	– Regularly update Website and the social media pages (Facebook, YouTube and twitter).	Number of audiences reached.																	Abdifatah Shamarke	Budget
	– To unite news updates on both ministries’ web (Ministry of Energy and Mineral & Ministry of Information and Communication Technology)	30 – 50 activity news updated on both webs To escape confusion for the public																	Sakarie Web Developer	
	– Produce quarterly Magazine (2magazine yearly)	Two publication per year. 500 pcs in total.																	Abdifatah sakarie	Budget
	– Produce Leaflets, Colander, Note book, Pens, guidelines, awards and all Certificate	500 leaflets produced,Calendar, notebook, pens, guidelines, awards																	A.fatah	Budget

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Output 2	Activities	Indicators	Time frame Months (insert)												Responsibility	Required Resources
			J	F	M	A	M	J	J	A	S	O	N	D		
Awareness	– Conduct Dialogue and public hearings on quarterly basis (3 events in total)	3 departments conducted public hearing events per 1 time in the year of 2022													Abdifatah, Zakria	
	– Dialogue Discussion for Minerals	1-time event													Sakarie/Shrmake	
	– Dialogue for energy	1-time event													Abdifatah	
	– Dialogue for Petroleum	1-time event													Sakariye	
	– Continuous News articles, online and print media, on success stories of the ministry	Number of newsletters, radio, and others released in 2022													A.fatah	Tv, online and print media
	– Producing a video documentary for Mineral and Energy of the ministry	To produce 1 video for mineral in 2022 and 1 video for energy in 2022													Sakriye Sharmarke	Tv, radio and social media
	– Promote achievements on MoEM projects of 2022.	Number of like and follows of page increased 10k.													Sakarie /A.fatah	TV, online, social media
Output 3	Activities	Indicators	Time frame Months (insert)												Responsibility	Required Resources

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			J	F	M		A	M	J		J	A	S		O	N	D			
Produce television and radio talk shows	– Organize and conduct one radio and TV talk show when necessary																		Abdiftah	budget
	– Prepare, coordinate and publish 1 Video drama about the importance of minerals, energy, or petroleum in 2022.	1 video dram in 2022																	Sharmarke	Minister media
	– Organize one interview to showcase achievements and progress	Conducted one interviews in 2022																	PR & Minister and DG office	
Output 4	Activities	Indicators	Time frame Months (insert)																Responsibility	Required Resources
			J	F	M		A	M	J		J	A	S		O	N	D			
Record data	– Take photos of daily activities and meeting minutes	Communication archives will store everything																	Sakariye	Material
	– Collecting daily newspapers	Easy retrieved for stored media files for reference																	Sharmarke	Material
	– Organizing the videos	Communication archive																	Sakariye	Material

Output 4	Activities	Indicators	Time frame Months (insert)																Responsibility	Required Resources
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			J	F	M		A	M	J		J	A	S		O	N	D				
	– Booking and reserving	Number of events																Sakariye			
Events podcasting	location for event (hotel):	booked																			
	– Designing seating layout																				
	– Pre-checking projector and speakers																				
	– Preparing event theme (hal ku dhiga event)	Number of events occurred and its themes																Sharmarke			
	–																				
	– Preparing invitation	Archiving invitation papers																Sakariye			



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Department of Mining and Mineral Department

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planning.director@moem-sl.com

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OBJECTIVE 1: Complete the Mining Legal Frame-work

Output 1	Activities	Indicators	Time frame Months												Responsibility	Remarks
			J	F	M	A	M	J	J	A	S	O	N	D		
Cabinet Policy Approval	<ul style="list-style-type: none"> Translate the Mining and Mineral Policy Present the policy to the cabinet Disseminate the policy to the stake holders 	<p>The Mining and Mineral Policy is approved by the cabinet</p> <p>The policy on both Somali and English is available for stakeholder</p>													M Director, D Director, Licencing and Regulation, R&D Management and Minister	Translating Service
Advocate for the Mining Act Approval	<ul style="list-style-type: none"> Arrange Consultation workshops with relevant authorities and stake holders Coordinate with the 	The Mining Act is Approved													M Director, D Director, Licencing and Regulation, R&D Management and Minister	Lobby within the parliament house



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	<ul style="list-style-type: none"> parliament's subcommittees. – Preparing popular version of Somaliland Mining Act upon approval 																		
Implementation of the Regulations	<ul style="list-style-type: none"> – Translating the Regulations – Amend the Regulation as per required upon the approval of the Mining Act – Implement all Regulations respectively 	The Regulations are available for both in English and Somali. Regulations are incompatible with the Approval Mining Act																All Sections	Translation Service Consultant A Ismacil !

OBJECTIVE 2: Ensure Geological Data is accurate, relevant, reliable, updated and accessible

Output	Activities	Indicators	Time frame Months												Responsibilities	Remarks
			J	F	M	A	M	J	J	A	S	O	N	D		
Enhance Mineral occurrences and samples recording system	<ul style="list-style-type: none"> – Re-Organizing the documentation and labelling 	Samples in the showroom are arranged and identified.													Resource and Data Management Section	No

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	<p>sensing Interpretations.</p> <ul style="list-style-type: none"> – Use RS to identify mineral potential on exploration area. – Assess the technical gaps required for advance RS interpretation. 	Generate mineral potential targets for the Survey Program																	
Create and utilize in-house database	<ul style="list-style-type: none"> – Develop a dedicated database program. – Integrate both new and existing data to the database. – Training staff to use the database. 	Database is created and efficiently used. Head-sections and associates are adopted the database Management overview the processes on time																Management team, D Director, R&D Management and ICT	Budget and Know-how

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	<ul style="list-style-type: none"> Employ the application of the database. Introduce backup system to preserve the data. 																		
Enhance the quality and quantity of Mineral Department publications	<ul style="list-style-type: none"> Publish maps, booklets, brochures and concession areas. Publish articles or reports about Somaliland's Minerals 	The Mining guide Booklet is printed The Mineral department Publications and Information are easily accessible																Licencing and Regulation, R&D Management and Media Department	

OBJECTIVE 3: Exploration on Somaliland's Mineral Resources

			Time frame Months														
Improve Geological Surveying Efficiency	– Continue on desktop Study (geological maps,	New areas is selected and surveyed														Geological Survey M, Director, D Director, Licencing	Proper fund Allocation Dedicated team

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planning.director@moem-sl.com

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	<ul style="list-style-type: none"> mineral occurrence, satellite images) for target generation – Engaging cost-effective geological surveys – Prepare presentable technical project reports and relevant data for stakeholders – Implement follow-up programs for interested areas – Define and list strategic minerals – Ministry staff are in leading positions for survey projects 	Technical reports are compiled Project presentations are prepared Consultants dependency is reduced by 50 percent																and Regulation, R&D Management	
Setting up Mineral Laboratory	<ul style="list-style-type: none"> – Procuring laboratory equipment – Training the Mineral Staff 	Mineral Laboratory is operational /Revenue is																Geological Survey M, Director, D Director, Licencing and Regulation, R&D Management	Consultant Input Top Management dedication

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Increase Stakeholder's engagement in Mining Policy, Act and Regulations	<ul style="list-style-type: none"> – Create the stakeholders record – Prepare documents and materials for Policy, Mining Act and regulations workshops. – Inform stakeholders on processes and procedure of licenses application and renewal – Educate on regulations compliance 	Stakeholders engaged and educated on policy, Act and Regulations. Latest procedure are shared with stakeholders																															
OBJECTIVE 5: Collaborate Mining Activities																																	



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Support for Artisanal Miners	<ul style="list-style-type: none"> – Technical training for Artisanal miners – Contributing to Mining and OH&S Equipment – Finding Markets for their minerals 	Registrar of Artisanal Miners Technical level of AM are developed AM production are increased															Geological Survey Licencing and Regulation, R&D Management	Maxamed Fariid Abdi Qani Ibrahim Ahmed Cabdilaahi
Inspection on Mining Operations	<ul style="list-style-type: none"> – Supervising mining sites – Assessing environmental impacts on mining sites – Evaluating reporting legal compliance on mining companies 	Quarterly supervising Quarterly reporting environmental impact assessments															Licencing and Regulation, R&D Management and Control Section	Eng. Muxiyadiin Abdi Majiid
Reform on Quarry Control Mechanism	<ul style="list-style-type: none"> – Plan technical meeting with the MoPWH 	Resolve issues on quarry permits with the MoPWH															Licencing and Regulation, R&D	Abdi Qani Ibrahim Ahmed Muse

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	<ul style="list-style-type: none"> – Geochemical training – Geophysical training 																		
Improve Communication and documentation	<ul style="list-style-type: none"> – Reform the file system of the department – Transition to written communication – Chain of command Approval system 	Activities are documented and reference as required Improved the transparency																All	

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planning.director@moem-sl.com
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Department of Energy

Start/End: January – December 2022

Objective one:		Electrical Power Development, Public Utilities and Assets																
Energy policy Implementation strategies																		
Output	Activities	Deliverable				Time frame / Months												Responsibility
			J	F	M		A	M	J		J	A	S		O	N	D	
Reducing the average cost of electricity supply by increasing renewable energy generation capacity	<ul style="list-style-type: none">Hybridization and battery storage systems for mini-grids:Technical assistance in the design and the installation	TA provided																EPD
	<ul style="list-style-type: none">Support installation of Battery Energy Storage Systems (BESS) at the selected existing diesel generation sites	Optimized the generation capacity Extended generator lifespans Reduce the electricity tariffs Reducing the diesel consumption, fuel imports and the GHG emission and pollution																EPD

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	installation of synchronization systems	pollution, maintenance costs and unscheduled generation downtime																	
	– support equipment supply and installation	Increase the potential maximum generation power output																	EPD
Promote the integration of Somaliland energy infrastructures with neighbouring countries	– Finalise and present EAEP cross-border electricity trade roadmap	Cross border electricity trade roadmap presented																	EPD
Develop a well-defined electricity market structure	– With EAEP Assess Somaliland current market structure	Somaliland Market structure assessment completed																	EPD
Promote energy efficiency best practice within industry	– Develop electrical design and installation of buildings guideline.	Electrical design and Installation guideline completed																	EPD
Promote national and regional transmission network for full	– EAEP Provide guideline on how to develop planning and operating grid code	Guideline is made available																	EPD

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	distribution network infrastructure																	
Introduce a government managed list of Energy efficient plant and Machinery that meet specific Energy saving or Energy efficient criteria	– Government energy system assets registration	Government assets registered																PU&A
	– Mapping of energy projects (GIS/Geospatial)	Energy projects mapped																PU&A
	– ESRES systems: – Grant agreement review, monitoring plan and Enable dashboard access	ESRES systems Monitoring implemented.																PU&A
	– Assess the status of the PP solar power system	Presidential palace solar system Assessment completed																PU&A
	– Operationalize or decommission the system	System Operationalized or decommissioned																PU&A
	– Assess the status of the Mol solar power system – Operationalize the Mol Solar Power System	Assessment completed System Operationalised																PU&A

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Increase public /private sector participation in the electricity generation, transmission, distribution and supply	– To enhance ESPs capacity in utility business management operations	ESPs capacity enhanced																PU&A
	– setup business processes for the ESPs to enable their compliance with license obligations	Business processes put in place for the ESPs																PU&A
	– EAEP Generation development plan (MOEM 7MW financial model development, operation, control and maintenance plan)	Financial model developed operation, control and maintenance plan completed																PU&A
	– BEC / MOEM agreement on 7MW power plant (operational and financial settlement)	Agreement finalised																PU&A
Objective Two: Development & Implementation of the Policy, institutional and Legal framework																		
Energy policy Implementation strategies																		
OUTPUT 2	Activities	Deliverable	Time frame/ Months															Responsibility
			J	F	M		A	M	J		J	A	S		O	N	D	



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	border electricity trade of EAEP														
Work on Enacting the amendment of the Somaliland Electrical Energy Act	– Review SEEA – Amend the SEEA	SEEA Amended													PLIS
	– Stakeholder consultation (NREC of parliament) – Submission to the parliament – Document translation into English	Stakeholder consultation held document submitted document translated into English													PLIS
Develop a clear action plan for the development of institutional capacities	– Institutional Development – Establishment of the institutions with clear roles and responsibilities	Provide adequate day-to-day management for the sector operations Establishment of an enabling institutional and regulatory environment for sector operations													PLIS
	– EAEP Somaliland energy sector guide checklist (projects, investors, development partners,														PLIS

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	experts, G2G collaboration)																		
	– EAEP Public, private partnership advancement (pre-assessment and training development)	Contribute the sector reform																	PLIS
Strengthen health and safety governance in the energy sector	– Prepare and implement the health and safety roles and responsibilities (as per the EPDBPG) of the sector stakeholders	Roles and Responsibilities clarified																	PLIS
	– Review the country framework on health and safety (Temporary working group with MESAF)	Health and safety frame work reviewed Temporary working group with MESA formed																	PLIS
Develop and implement electrification strategy	– Conducting final workshop for Geo-spatial electrification plan																		PLIS

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that aims to 'achieve universal access of 95% of households by 2035	<div>– Least cost geospatial electrification planning and investment prospectus</div>	Least cost geospatial plan with investment prospectus finalised																PLIS
Provide tax relief on products on the Energy Technology Product List (ETPL)	<div>– Develop a detailed energy technology product list</div>	Detailed product list developed																PLIS
	<div>– Prepare a tax exemption plan and adapt tax exemption plan</div>	Tax exemption plan developed and adopted																PLIS
Objective Three: Coordination, Communication and Capacity building																		
Energy policy Implementation strategies																		
OUTPUT 3	Activities	deliverable	Time frame/ Months														Responsible	
			J	F	M		A	M	J		J	A	S		O	N		D
Develop an implementation plan for relevant donor-funded projects;	<div>– Develop a system of governance and TORs for Steering committees</div>	ToRs developed and implemented																CCC
	<div>– Project legal frameworks; MOU’s, LOA’s, NDA’s, etc.</div>	MOU’s, LOA’s, NDA’s, finalised and signed																CCC
	<div>– Activity breakdown plan</div>	Activity breakdown plan																CCC

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	– reporting mechanisms	reporting mechanisms																CCC
Promote sectoral cooperation and coordination for Energy related projects	– Stakeholder mapping validation	<ul style="list-style-type: none"> – SESRP ESWG – SEAP WG's – RISES WG's – EAEP WG – REACT SSA WG's – PPD WG – GOGLA WG – SEAP FM WG – Project steering committees – (WB, other DPs) 																CCC
	– Working groups, steering committees and coordination meetings																	CCC
	– Project consultation meetings																	CCC
																		CCC
Create innovation hub for local energy-related start-ups;	– Somaliland energy summit	Somaliland energy summit held																CCC
	– Incubator	Incubator works started																CCC
Promote local, regional and international participation in research activities	– Assess EAEP recommended early capacity building plan for stakeholder awareness	Capacity building plan assessed																CCC

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Facilitate stakeholder involvement and engagement,	– Develop a detailed Energy capacity building plan for the WB	Detailed Energy Capacity building plan assessed																CCC
	– Implement the Outreach communication (KMC)	Outreach communication (KMC) implemented																CCC
	– Prepare projects stakeholder database	projects stakeholder database prepared																CCC
Mandatory safety training program for electrical workers;	– EAEP Technical training for ESPs (assessment on level of training)	Assessment on level training conducted																CCC
	– Capacity building through workshops (EPD)	EPD workshops held																CCC
	– Conduct a training for SEC and ESPs on the EPDBPG.	Training conducted																CCC
	– Training for technical – economical regulations of the electricity sub-sector	Training held Performance enhancement workshop conducted																CCC
	– EAEP Performance enhancement workshop (diagnostic assessment on																	CCC

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	BEC ESP on financial losses)																
	– Environmental and Social Safeguard Training																CCC
	– Quality Assurance and IES standards adaptation process Training																CCC
Objective Four: Renewable Energy Promotion																	
Energy policy Implementation strategies																	
Output	Activities	deliverable	Time frame/ Months														Responsibility
			J	F	M		A	M	J		J	A	S		O	N	
Promote the utilization of Pico Photovoltaic (PV) systems and Solar Home systems (SHS) for in both pre- urban and remote areas,	<u>Stand-alone solar access to public institutions</u> – Provide access to electricity for education and health facilities prioritized by the MoEM	Community co-benefits, facilities that have access to electricity Attract and retain skilled workers,															REP
	– Verification Field trips on OGS sales and	especially in rural areas															

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	installations around the regions of Somaliland																
	<ul style="list-style-type: none"> Field Visits for quality testing of SHS, Product Family and Pico PV around the regions of Somaliland 	Equip public service institutions to better respond to emergencies, such as COVID-19 Support the resilience of the livelihoods through improved access to functional basic services															QAO
	<ul style="list-style-type: none"> Quality assurance IEC standards implementation 	Standards implemented															QAO
	<ul style="list-style-type: none"> Verify REACT SSA company proposals and compare geospatial electrification plan for the avoidance of duplication (SEAP C1) 	Proposals verified and sites as well as appropriate technology selected															REP

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planning.moem@sldgov.org

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	– Develop a draft geothermal development strategy for Somaliland	Strategy developed																REP
Encourage the use of animal waste for biogas production	– Design pilot project for biogas production	Design completed																REP
	– Collaborate with UNDP on the Sheik veterinary school biogas system, Temporary working group formed	Temporary working group formed																REP
Objective Five																		
Environmental, Social and Gender																		
Energy policy Implementation strategies																		
OUTPUT	Activities	Deliverable	Time frame/ Months															Responsibility
			J	F	M		A	M	J		J	A	S		O	N	D	
To efficiently minimize the negative environmental and social impacts of	– Review the world Bank Social Safeguard policy	WB S. safeguard policy reviewed and presented																PIU
	– Review world Bank directive and good	Document reviewed and presented																PIU



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energy production, delivery, and usage	practice note (Compile all relevant docs)															
	– Develop incidents/ accidents notification report templates	Templates developed														PIU
	– Prepare monthly progress templates on ESHS performance for the private sector , contractors (when reporting to the PIU)	Templates developed														PIU
	– Identify Environmental social risk profiling and compliance	Environmental social risk profiling and compliance Identified														PIU
	– Prepare regular monitoring and reporting templates for the ESHS performance of the project	Templated developed														PIU

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	– Ensure the compliance of project stakeholders to the ESF requirements																PIU
	Prepare documents and instruments for ES risk and Impacts management such as: <ul style="list-style-type: none"> – Stakeholder Engagement and Community Consultation Plan; – Project level Grievance Redress mechanism [GRM] – Resettlement Action Plan [RAP] if the project involves involuntary resettlement – Labour Management Plan, – GBV Management Plan and, – Plan for including vulnerable individuals, households and minority clans in accessing project benefits – Environmental and social impact assessment (ESIA) – Environmental social 																PIU

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planning.director@moem-sl.com

planning.moem@sldgov.org

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	– Disclose all tools, instruments and contextualized ES plans to stakeholders																	PIU
Facilitate education and empowerment for women in the energy sector	– Conduct validation workshop on preliminary gender diagnostic assessment	Workshop conducted																PIU
	– Prioritize Electrification of health facilities that provide maternal health services	Prioritization process finalized																PIU
	– Prioritize electrification of tertiary educational facilities that provide non-formal education (NFE).	Prioritization process finalized technical assistance in reviewing conducted																PIU
	– Technical assistance to review legal and policy framework for women's employment in the private sector																	PIU

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planning.director@moem-sl.com

planning.moem@sldgov.org

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	– EAEP on establishment of gender program for regional participation																PIU
	– Gender works in the Energy sector to be inserted into the Gender Sector																PIU
Objective Six: Procurement and Logistics																	
Output	Activities	deliverable	Time frame/Months														Responsibility
			J	F	M		A	M	J		J	A	S		O	N	D
Procurable activities expected to be implemented under the FY2022; Both projects based and DOE	Prepare the TORs and EOI – OE – BSSF – Technical Experts	Upstream procurement activities finalised															PIU
Objective Seven: Unbundled Priorities																	
Output	Activities	deliverable	Time frame/Months														Responsibl
			J	F	M		A	M	J		J	A	S		O	N	D
Contract management and administration	– GM – OGS – KMC	Contract management and administration implemented															DoE

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planning.director@moem-sl.com

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	– KARTOZA																
Approvals of quarter, annual, progress reports	– All objectives, firms, consultants, activities, milestones.	Reports															DoE
SESRP effectiveness preparation	<ul style="list-style-type: none"> – The effectiveness of the project (SESRP) requires the final approval of the following documents: – Subsidiary agreement – POM 	Project to be implemented and for activities to begin															PIU
Investigation conducted by MOEM on the case: SOMPOWER vs. SEC	<ul style="list-style-type: none"> – Formal letter – Network zoning – Suspension for 3 months – H-pole (used for underground cable jointing) to be reconfigured – Use of compact substation for lack of way leave clearances – Illegal (without SEC approval or consent) 	Formal letter drafted															DoE

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planning.director@moem-sl.com

planning.moem@sldgov.org

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Department of Admin and Finance

Start/End: January – December 2022

FINANCE & ADMINISTRATION

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planning.director@moem-sl.com

planning.moem@sldgov.org

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Department of Admin and Finance

Objective One: MOEM Security Office

Output 1	Activities	Indicators	Time frame Months (insert X)												Responsibility	Required Resource s			
			J	F	M		A	M	J		J	A	S		O	N	D		
MOEM Security Office Support and Equipment	– Security metal detector	Setup and installing metal detector																Admin Director	Equipment & install, budget
	– Security staff	- New dressing for security officer. -																Admin Director	Uniform dresses
	– Implementing and managing security works	Managing daily security activity for ministry Controlling checking In/Out doors																Security staff	
MOEM Capacity Building	– Trainings	Administrative trainings																Admin Director/HRM	Training tools facilitation
MOEM New Construction Building	– Upper floor building in Minerals Dep’t	Design and BoQ																Admin Director/DG	budget
	– New Store 2	Design, BoQ and implementation																Admin Director/DG	Competitive companies
Output 2	Activities	Indicators				Time frame Months (insert X)												Responsibility	Required Resources
			J	F	M		A	M	J		J	A	S		O	N	D		

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planning.director@moem-sl.com

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To improve the procurement system of the Ministry procurement policies and procedures	<ul style="list-style-type: none"> Implementing and alignment Procurement t IFMAS System 	Improving of MOEM purchasing module and it should apply Ministry departments															Procurement Section	Dep. requisition , Po,GR
	<ul style="list-style-type: none"> Drafting new and renewal contract templates 	<ul style="list-style-type: none"> Create new agreement for suppliers amendments yearly renewals 															Procurement Section	templates
	<ul style="list-style-type: none"> Updating of MOEM Tender bids committee 	Nomination for members															A&F Director and Procurement	
	Improving procurement record management	Updating files of PRCMT and create new files by each subject															Assets record Managment	Hard folders, e-filing system
	<ul style="list-style-type: none"> Preparing Budget plan for procurement 	Arrangements all departmental budgets <ul style="list-style-type: none"> stationery furniture 															Admin director/Procurement	Planning

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planning.director@moem-sl.com

planning.moem@sldgov.org

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		-technologies -printing and books																	
	– Preparation and processing of purchasing for the Ministry departments	Preparing and process for the Ministry needs such as - stationeries - furniture - printing and books - technologies - events - and other relatives																Procurement	Requisition, P.O G.R
	– Improving IFMIS System	- Implementing new modules from IFMAS reform for national FM - Trainings - Implementing circulars MoF/AG																Procurement	
Output 3	Activities	Indicators	Time frame Months (insert X)														Responsibility	Required Resources	
			J	F	M		A	M	J		J	A	S		O	N	D		

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planning.director@moem-sl.com

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To develop sound logistics systems of the ministry	– Meeting management	Arrangements for the - venue - hotels reserve - hall arranges - delegation arranges - and stationery																Administration and Logistics	Request forms and hall prepare
	– Visa issuing and processing	Arrangements and fallow up																Administration and procurement	Request forms and order latter
	– Preparation of Lunches/refreshme nts	Arrangements - Hall - Snacks - lunches																Administration and procurement	Request forms and purchase order
Output 4	Activities	Indicators	Time frame Months (insert X)															Responsibility	Remarks
			J	F	M		A	M	J		J	A	S		O	N	D		
Improving asset management system of ministry	– Updating the MOEM Fixed Asset and Surveying	Quarterly Asset surveying, register new assets, update Labels, acquisition date and costs																Assets and Procurement	Forms and other document s concerned

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planning.director@moem-sl.com

planning.moem@sldgov.org

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	– Maintenance Fixed Asset, Plumbing and electricity	Quarterly maintenance repairing and monitoring																Administration	Materials
	– Implementing Asset Disposal system	Create disposal system and transfers																Procurement / Administration	Forms
Output 5	Activities	Indicators	Time frame															Responsibility	Remarks
			Months (insert X)																
			J	F	M		A	M	J		J	A	S		O	N	D		
Improving financial management system according to relevant accounting standards.	– Routine tasks Warrants, Vouchers and reporting monthly, quarterly & annually by using IFMIS/IPSAS cash basis and Quick Book systems	SLFMIS and Quick book																Accountant	forms
	– Improving MOEM Payment checklist requirements	Finalizing payment list of supportive documents and																Director, Accountant and internal audit	Approval MOEM Managem ent



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	– developing billing tracking system	Arrangement bills																Accountant	
	– Preparation of MOEM Invoices and receipts	Arrangements for suitable on time, Quarterly / Yearly																Admin Director and Accountant	
	– Preparation of annual budgeting	arrangements																Director and Accountant	Forms
Output 6	Activities	Indicators	Time frame Months (insert X)														Responsibility	Required Resources	
To improve the record management techniques and invention of a new way filing systems. (Archives)	– Executing a tailor-made electronic filing system.	Set up new system	J	F	M		A	M	J		J	A	S		O	N	D	Archive	
	– Archiving the MOEM documents as digital.	Uploading all the Moem documents to system setting																Archive	
	– Sorting and delivering interoffice mail	Folders and e-filling																Archive	



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	– Directing and delivering incoming mail and deliver locations	Distribution letters for departments																Archive	
Output 7	Activities	Indicators	Time frame Months (insert X)														Responsibility	Remarks	
	– Improving Vehicles record management	Updating consumptions for fuels, oils, spare parts and Garage maintain to create individual files by each																Logistics and purchase	Hard files
	– Drafting manual guidelines regulating for Drivers and Vehicles	- Administrative manuals - Attendance sheet - Control log book training																Admin director/ Logistics and purchase	
	– Improving GPS for the Ministry Vehicles	Set up new GPS system - to control vehicles - to generate v. movement reporting																Logistics and purchase /Ibrahim ICT	system

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planning.director@moem-sl.com

planning.moem@sldgov.org

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	<ul style="list-style-type: none"> Using first Aid kit for travel 	Improving use tools																Logistics and purchase	Medical tools
	<ul style="list-style-type: none"> Oversight and maintenance of MOEM building and furniture 	Monitoring and Maintenance																Logistics and purchase/ Administration	
	<ul style="list-style-type: none"> MOEM Vehicles maintenance and improving control condition 	Oversight, repairing vehicles and improving Log-books forms for Hargeisa and regional trips																Logistics	Forms
	<ul style="list-style-type: none"> Maintenance of Compound cleanness 	maintenance and collecting wastes management -Solar cleaning - MoEM Machine cleaning																Administration	tools
Output 8	Activities	Indicators	Time frame Months (insert X)															Responsibility	Remarks
To Improve Store keeping management.	<ul style="list-style-type: none"> Improving store management system 	- Nomination one staff - Training and books - Improving issue book and receiving book	J	F	M		A	M	J		J	A	S		O	N	D	Ahmed	Improvem ent tools

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		- Generating monthly report																
Cleaning and cleaners	– MOEM cleaning	- Cleaning rooms - Cleaning toilets - Cleaning veranda - Cleaning hall meeting															Cleaners	tools
	– Improving Cleaning tools	Quarterly purchasing cleaning tools															Procurement	tools
	– Toilet Walk shelf	Construction															Procurement	budget
MOEM Garden	– Improving and maintenance MOEM Garden	Improving farming, fertilizing digging and maintain monitoring tools															Cali	tools



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Legal unit

Start/End: January – December

Legal Unit: Reviewing the energy law act																
Output 1	Activities	Deliverable	Time frame Months (insert X)												Responsibility	Required Resources
			J	F	M	A	M	J	J	A	S	O	N	D		
Reviewing the energy law act	This act needs to review and to add the missing articles and prepared the validation workshop	End of the 2022 will hope the parliament shall approve.													Abdirahman	
Output 2	Activities	Deliverable	Time frame Months (insert X)												Responsibility	Required Resources
			J	F	M	A	M	J	J	A	S	O	N	D		
Reviewing the revenue bill of draft of the petroleum	Reviewing the bill draft revenue petroleum and prepared validation workshop	Transferred the council of ministries and parliament approve 2022													Abdirahman and mahad	
Output 3	Activities	Deliverable	Time frame Months (insert X)												Responsibility	Required Resources
			J	F	M	A	M	J	J	A	S	O	N	D		
Prepared presentation of Somaliland	Explaining legal sectorial of the investment	Produced final documentations of the legal sector of the investment													Abdirahman haariye	

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investment legal opportunities	Somaliland existence laws and policy																	
Output 4	Activities	Deliverable	Time frame Months (insert X)												Responsibility	Required Resources		
			J	F	M	A	M	J	J	A	S	O	N	D				
Advice of all legal matters of the MOEM	Advice agreements, disputes and acts ETC.															Abdirahman haariye		
Output 5	Activities	Deliverable	Time frame Months (insert X)												Responsibility	Required Resources		
			J	F	M	A	M	J	J	A	S	O	N	D				
To report preparation of the yearly	To finalizes yearly report	Produced final documents														Abdirahman haariye		



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Audit Unit: Internal Audit

OBJECTIVE 1: Assess the system in terms of procedures and standardization

Output	Activities	Indicators	Time frame Months (insert X)												Responsibility	Remarks
			J	F	M	A	M	J	J	A	S	O	N	D		
System Audit	evaluate the design and operation of systems including internal controls, financial controls, accounting systems	recommendation report on the identified weaknesses in the system													Internal Auditor: Mohamed Bashir	
	Collect, review and assess guidelines, manuals and other important documents	Identified: - Documents requiring further adjustments - Non-existing documents													Internal Auditor: Mohamed Bashir Concerned sections and depart.	
	Support in the development of manuals to guide actions and achieve work standardization	- Procurement, HR, Field work budget, and expenditure guidelines are adjusted or developed													Internal Auditor and the concerned sections and departments	
Risk evaluation	Identify and assess possible risks at section, department and organization-wide levels	- Risk level is identified and the applicable recommendations are shared with top management levels													Internal Auditor: Mohamed Bashir	
Output	Activities	Indicators	Time frame												Responsibility	Remarks

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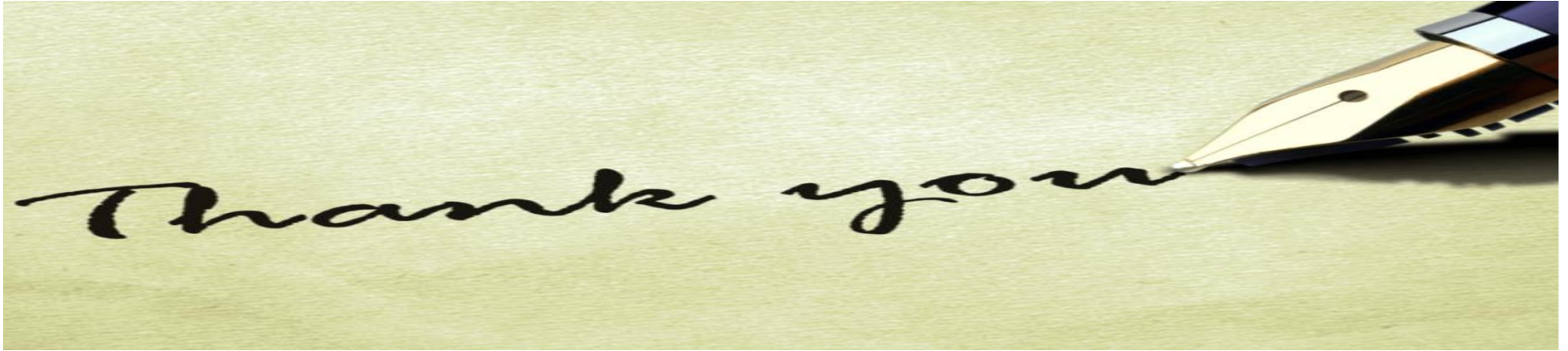
			Months (insert X)													
			J	F	M	A	M	J	J	A	S	O	N	D		
Adherence	Investigate and ensure	Recommendations and													Mohamed Bashir	
Audit	ministry's adherence to the guidelines, standards, policies, regulations and laws	reports														
Financial and budget compliance Audit	Investigate and ensure budget compliances, reliability and verifiability of financial activities	Audit reports Recommendations													Internal Auditor: Mohamed Bashir Concerned persons, sections and departments	
	review of computer-based systems by assessing the likes of data security, disaster recovery, and effective use of resources	Recommendations													Internal Auditor: Mohamed Bashir Concerned persons, sections and departments	
Performance Audit	Assess the degree of economy, effectiveness, and efficiency of the entity	Recommendations and reports													IA, HR and Planning departments	In collaboration with these departments, evaluate performance level



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I would like to thank every department for the headwork and effort They made.

- ✓ Department of Petroleum
- ✓ Department of Mineral
- ✓ Department of Energy
- ✓ Department of Admin and Finance
- ✓ Department of Human Resource
- ✓ Department of Media and Communication
- ✓ Department of ICT
- ✓ Department of Planning
- ✓ Legal Affairs Unit
- ✓ Internal Audit Unit

Thank you

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