



**REPUBLIC OF SOMALILAND
MINISTRY OF ENERGY & MINERALS**



**ANNUAL
WORK PLAN
2025**



H.E. Eng. Ahmed Jama Barre
Ministry of Energy and Minerals
Hargeisa,
Republic of Somaliland

Forward:

I am pleased to welcome the publication of the Ministry of Energy and Minerals' Annual Work Plan for 2025, which outlines the critical initiatives the Ministry will undertake to fulfill its mandate, goals, and objectives.

This work plan aims to address key challenges within the Energy and Minerals sectors by implementing broad-based strategies that unlock opportunities and maximize the Ministry's potential in service delivery. The Strategic Plan serves as a crucial step toward overcoming existing challenges and ensuring the sustainable development of Somaliland's energy and mineral resources. Over the next five years, this Plan will guide the Ministry in delivering tangible results to its stakeholders while contributing to the national development agenda.

I extend my deepest gratitude to the Government of Somaliland, under the leadership of His Excellency President Abdirahman Mohamed Abdilahi (Cirro), for its continued support. I also sincerely thank all those who contributed their valuable insights and commitment to the formulation of this Work Plan. Lastly, I commend the dedication and hard work of the Ministry's departments and staff, whose efforts have made this achievement possible.



**Sha, ab Osman Maxamed , Director General
Ministry of Energy and Minerals
Hargeisa,
Republic of Somaliland**

Acknowledgment:

The Ministry of Energy and Minerals sincerely appreciates the efforts of all those who contributed to the formulation and validation of the **Annual Work Plan 2025**.

We extend special gratitude to our stakeholders, including government institutions, Non-Governmental Organizations (NGOs), the private sector, local communities, and our Development Partners. Your willingness to engage with our consultants and planning team, sharing valuable insights and expertise, has been instrumental in shaping this Work Plan.

A heartfelt thank you also goes to the dedicated staff of the Ministry, particularly the **Department of Planning**, for their invaluable contributions to the development and finalization of this **Annual Work Plan**. Your hard work and commitment have been key to this achievement.



Ministry of Energy and Minerals

Annual Work Plan 2025





Ministry of Energy and Minerals

Annual Work Plan 2025



Name of the Department: Planning and Policy Department				Name of the Head Section: Monitoring and Evaluation Section														
Strategy Objectives: Enhance program outcomes and achieve long-term goals				Outcome: Achieve long term goal and increase efficiency														
Introduction: M&E is a systematic process essential for assessing the performance and impact of projects or programs. It involves several steps: first, define clear objectives and identify relevant indicators that are Specific, Measurable, Achievable, Relevant, and Time-bound (SMART). Next, data should be collected regularly using appropriate tools such as surveys, reports, or interviews. Analyse the data to assess progress against objectives and identify gaps or challenges. Share findings through reports and feedback loops to ensure accountability and facilitate decision-making.																		
Activities	Output	Indicators	Time frame Months (Insert X)												Section Responsible			
			J	F	M	A	M	J	J	A	S	O	N	D				
Updating all ongoing projects in Minerals, Energy, and Petroleum. <ul style="list-style-type: none"> – Collect data and documents from all departments. – Classify Group projects by type, department, or stage of progress (e.g., initiation, planning, execution, closure). 	–Getting a final list of Minerals, Energy, and Petroleum Projects.	– Number of Meetings – Agenda's – Number of Projects															M&E head Section	
<ul style="list-style-type: none"> – Conducted quarterly field M&E for program/project implementation to review the achievements, 	– Quarterly reports based on Projects. – Getting Challenges and action points ready.	– Number of field trips quarterly achieved challenges and action points.																M&E head Section





Ministry of Energy and Minerals

Annual Work Plan 2025



Upstream Petroleum Policy to Core staff	and make them easy to implement.	– Number of reports produced.																
– Conducting quarterly fine Orientation for the Mining Act and Upstream Petroleum Act to Core Staff	– All department staff understand the Mining Act and Petroleum Act Final approved the Electricity Act.	– Number of meetings conducted. – Number of reports produced. – Number of Meeting minutes. – Number of attendance																Policy Head Section /M & P Dept.
– Conducting orientation /discussion for capacity building guidelines with all MoEM staff	– All departments’ staff familiarization of capacity building guidelines and producing reports	– list of meetings conducted and orientation of capacity-building guidelines																Policy Head Section /HR
– Conducting Workshops for ex-stakeholders to implement all the policies and Acts and - Guides/Regulation	- Quarterly Reports - List of companies familiar with policies and Acts and - Guides/Regulations in Energy, Minerals, and Petroleum.	– Number of Reports – List of stakeholders implemented.																Policy Head Section /All
– Conducting Policy formulation training for planning department	- Trained Staff for policy and familiar with policy formulation	– % Of c staff trained – Workshop attendance – Attendance sheet																Policy Head Section /All





Ministry of Energy and Minerals

Annual Work Plan 2025



Name of the Department: Planning Department	Name of the Head Section: Research and Statistics
Objectives: Conduct research studies to inform policy formulation and program development in Energy, Minerals and Petroleum.	Outcome 1: Improved quality and accessibility of statistical data and research outputs to inform organizational strategies and policies.

Introduction:
 Policy formulation is crucial as it provides a structured framework for addressing societal challenges and achieving organizational goals. It enables decision-makers to identify priorities, allocate resources effectively, and establish clear guidelines for implementation. By incorporating evidence-based research and stakeholder input, policy formulation ensures that solutions are well-informed, inclusive, and sustainable. This process fosters accountability and transparency and enhances the ability to adapt to changing circumstances, ultimately contributing to long-term development and stability.

Activities	Output	Indicators	Time frame Months (Insert X)												Section
			J	F	M	A	M	J	J	A	S	O	N	D	
Conduct a comprehensive review of existing Energy, Minerals, and Petroleum data. <ul style="list-style-type: none"> ✓ Identifying Available Data and Mapping out all potential data sources, including government reports, publications, and field surveys. ✓ Data Compilation, Data Classification, and Evaluating Data Quality: Assess the collected data for accuracy, reliability, and completeness to ensure it is suitable for analysis. ✓ Analysing Trends and Patterns, Conducting a Gap Analysis, Engaging Stakeholders, and Compiling Findings: 	<ul style="list-style-type: none"> ✓ List of Data reviewed and completed. ✓ Available data can be used. ✓ Number of Reports completed ✓ (Reports, surveys, governmental, private sector, etc.). 	<ul style="list-style-type: none"> ✓ Number of identified data sources. ✓ Percentage of required data points collected ✓ Number of hours or days spent collecting data 												Research Section	





Ministry of Energy and Minerals

Annual Work Plan 2025





Ministry of Energy and Minerals

Annual Work Plan 2025



Name of the Department: Energy			NDP III Outcome 1: 25% of national energy generation will be provided by renewable energy.													
Strategic Objective 1: Increase access to safe, affordable, and reliable energy and improve efficiencies.			NDP III Outcome 2: Somaliland's urban electricity supply will increase to a total of 50 megawatts for a total of 30,000 customer connections													
The 2025 Department of Energy Work Plan focuses on increasing access to safe, affordable, and reliable energy while improving efficiencies. Key targets include achieving 25% renewable energy generation and expanding urban electricity supply to 50 MW for 30,000 connections. The plan outlines activities, outputs, and indicators aligned with Somaliland's National Development Plan III goals.																
Activities	Output	Indicators	Time frame Months (Insert X)												Section Responsible	
			J	F	M	A	M	J	J	A	S	O	N	D		
Support the electrification of the public health and educational facilities under compound three of the SESRP project (public health and education facility centers)	103 facilities electrified	The number of public health and education facilities electrified				X			X				X			Renewable Energy Section
Update and rollout of Somaliland Electrification Platform (SEP)	Report on electrification access and renewable energy resources published	Major road connectivity and renewable energy resources quantified			X			X				X				Renewable Energy Section
Conduct technical and economic assessments of Renewable Energy potential in the country	Three RE studies on Solar, wind, and Geothermal conducted	Number of studies completed				X		X				X				Renewable Energy Section
Organize Renewable energy forum/summit	Successful forum/summit held	Forum report published				X		X				X				Renewable Energy Section





Ministry of Energy and Minerals

Annual Work Plan 2025



Activities	Output	Indicators	Time frame Months (Insert X)												Section Responsible			
			J	F	M	A	M	J	J	A	S	O	N	D		J		
Update National Energy Policy	Updated National energy policy	National energy policy document published	X															Environmental Health & Safety and Quality Control Section (E,H&S and QC)
Develop Mini-grid policy and regulation	Report on mini-grid policy published	Policy document completed	X															E,H&S, and QC Section
Strengthening Environmental Safety in the Energy Sector	Energy projects comply with national environmental legal and policy frameworks	The number of energy projects monitored and assessed.	X															E,H&S and QC Section
	Power plants operate in a socially acceptable and environmentally sustainable manner.	Number of inspections conducted; Compliance level of inspected sites.				X												E,H&S and QC Section
	Updated health and safety policies for Electricity Service Providers (ESPs).	Number of revised policies; Level of compliance among ESPs.				X												E,H&S and QC Section
Quality control of energy technologies	Established quality assurance framework.	Prepared inspection checklist.				X												E,H&S and QC Section
	Comprehensive assessment report.	Report on current technology standards and gaps.		X														E,H&S and QC Section
Establish equipment quality standards for the certification and importation of renewable energy technologies.	IEC-based quality assurance standards adopted.	The number of IEC standards adopted.				X				X	X							E,H&S and QC Section
Facilitate the development of	Comprehensive electricity sector	Finalized and approved the 10		X	X	X	X	X										E,H&S and QC





Ministry of Energy and Minerals

Annual Work Plan 2025





Ministry of Energy and Minerals

Annual Work Plan 2025



Name of the Department: Mineral Departments			Name of the Head Section: GSS and GIS & RS																
Strategy Objectives: Exploration on Somaliland's Mineral Resources			Develop and complete mineral exploration projects in Somaliland.						Develop and complete mineral exploration projects in Somaliland.										
Introduction:																			
Activities	Output	Indicators	Time frame Months (Insert X)												Section Responsible				
			J	F	M	A	M	J	J	A	S	O	N	D					
Desktop Study (i.e. literature review and existing maps) – Summarizing reports – Implementation of the Project – Sending a sample to a lab for analysis	– Completed Mineral exploration project (Fiqi-Aden village, or Adadleh District) Seemal Area and Abdikadir	# of a Compiled literature review reports.																	GSS and GIS & RS
Activities	Output	Indicators	Time frame Months (Insert X)												Section Responsible				
			J	F	M	A	M	J	J	A	S	O	N	D					
Desk study for the mineral potential of Strategic Minerals -Digitizing maps -Identification of mineral occurrences -Search for potential sites for strategic minerals	– Review of geological reports, maps, and satellite imageries – Preparing data and proposal for the database	– List of strategic minerals – Proposal and report on strategic minerals – Data founded – New site discovered – New minerals – Documents																	GSS, GIS, and RS





Ministry of Energy and Minerals

Annual Work Plan 2025



Objective 3: The License Process is Efficient, Transparent Accurate & Well Updated																	
Activities 1	Output	Indicators	Time frame												Section Responsible		
			Months (Insert X)														
			J	F	M	A	M	J	J	A	S	O	N	D			
The Licence Process is Efficient, Transparent, accurate, and well- updated. – Preparing & updating procedures of all licenses,	The expired Licenses to be renewed. – Updating the record of all existing licenses. – Send Official emails to license holders,	– All Licenses are listed, – Expired Licenses are notified, – Percentage of Expired licenses renewed															Licensing and Regulations
Stakeholders engagement in policy, Mining Act and Regulations – Create the stakeholder’s record. – Prepare documents and materials for Policy, Mining Act and regulations Workshops.	– Training of regional coordinators of license and permits. – Inform stakeholders on processes and procedure of licenses application with respect to Mining Act and Regulations.	– Number of stakeholders engaged. – Number of workshops held, – Latest procedures are shared with stakeholders															Licensing and Regulations
Completion Translation of Regulations into Somali language.	– Regulations are translated	– All documents are translated															Licensing and Regulations.
Activity 2	Output	Indicators	Time frame												Section Responsible		
			Months (Insert X)														
			J	F	M	A	M	J	J	A	S	O	N	D			



Ministry of Energy and Minerals

Annual Work Plan 2025



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Name of the Department: Petroleum Department			Name:													
Strategy Objectives: 1. Complete of legal framework. 2. Explore Somaliland's 27% land mass of Oil and Gas 3. Organize efficiency and secure data management systems 4. Plan and schedule participation annual events both regional and globally 5. Marketing Somaliland's petroleum resources 6. Manage capacity building programs of Petroleum Staff			Outcome: 1. Prepared and Translated Upstream petroleum regulations 2. Approved Petroleum revenue bill by parliament 3. Attracted more investment companies 4. Attended / participated international oil and gas conference/ affairs 5. Conducted community engagement and workshops 6. Improved Technical knowledge of petroleum staff													
Activities	Output	Indicators	Time frame Months (Insert X)												Section R	
			J	F	M	A	M	J	J	A	S	O	N	D		
1. Facilitate endorsement and lobbying for the approval of the Petroleum Revenue Bill	➤ Petroleum Revenue Bill endorsed and approved by relevant authorities	➤ The Petroleum Revenue Bill has been submitted for legislative approval and has been adopted by the designated authority.														Upstream Petroleum Licensing and Regulations Section
2. Draft the National Oil Company Bill	➤ A well-structured National Oil Company (NOC) Bill that defines the legal framework. ➤ Alignment with international best practices and integration of national energy policies and objectives.	➤ Draft Completion. ➤ Stakeholder Consultations. ➤ Review and Endorsement. ➤ Approval Progress														Upstream Petroleum Licensing and Regulations Section
3. Translating Upstream Petroleum Regulations	➤ Translated five upstream regulations into Somali version.	➤ Completed translation for five upstream regulations into Somali version														Upstream Petroleum Licensing and Regulations Section





Ministry of Energy and Minerals Annual Work Plan 2025



<p>4. Review and amend the Petroleum Policy.</p>	<ul style="list-style-type: none"> ➤ Revised Petroleum Policy document finalized and approved. 	<ul style="list-style-type: none"> ➤ Stakeholder consultations on the Petroleum Policy amendment have been completed, and the amended Petroleum Policy has been approved and published. 														<p>Upstream and licences petroleum Regulations</p>
<p>5. Participate in key annual international petroleum conferences such as ADIPEC and Africa Oil Week to enhance collaboration, knowledge sharing, and investment opportunities.</p>	<ul style="list-style-type: none"> ➤ Active participation in international petroleum conferences, fostering partnerships and attracting potential investors. 	<ul style="list-style-type: none"> ➤ Number of international conferences attended (e.g., ADIPEC, African Oil Week). ➤ Number of partnerships or agreements initiated during conference participation. 														<p>Petroleum Data Management and Marketing section</p>
<p>Develop and implement a comprehensive promotion strategy to attract oil companies for the exploration and development of vacant petroleum blocks.</p>	<ul style="list-style-type: none"> ➤ Promotional materials (brochures, data packages, presentations) highlighting the potential of vacant petroleum blocks are developed and distributed. ➤ Participation in at least two international petroleum industry conferences to market available blocks. ➤ Hosting of one investor workshop or roundtable discussion in Somaliland to present opportunities. 	<ul style="list-style-type: none"> ➤ Number of promotional materials distributed and communication channels used (e.g., website, social media, direct engagement). ➤ Number of international conferences attended and leads generated. ➤ Number of investor workshops conducted and participants engaged. 														<p>Petroleum Data Management and Marketing section</p>





Ministry of Energy and Minerals Annual Work Plan 2025



<p>6. Establishment of Workstations and Specialized Training Programs</p>	<ul style="list-style-type: none"> ➤ Operational computer workstations with tools for seismic data analysis, supporting data marketing and bidding rounds. ➤ Specialized training programs for seismic data interpretation, and on-the-job technical expertise development. ➤ Development of skilled personnel in key oil and gas technical areas. 	<ul style="list-style-type: none"> ➤ Workstations: At least 5 fully operational workstations. ➤ Training Programs: Minimum of 4 programs conducted annually. ➤ Participation Rate: 90% of targeted personnel attending training. ➤ Skill Improvement: 80% of trainees demonstrate enhanced skills. ➤ Trained Professionals: At least 5 personnel gaining subject matter expertise annually. 														<p>Petroleum Geoscience Section</p>
<p>Follow-Up on Community Engagement Programs Conducted by Oil Companies</p>	<ul style="list-style-type: none"> ➤ Engagement Reports: Assessment of initiatives, gaps, and improvement opportunities. ➤ Stakeholder Feedback: Collection and analysis of community and stakeholder input. ➤ Compliance Matrix: Comparison of CSR programs against commitments. ➤ Impact Assessment Report: Evaluation of socio-economic impacts. 	<ul style="list-style-type: none"> ➤ Reports: One per oil company annually. ➤ Stakeholder Meetings: Three consultations annually per operational area. ➤ CSR Compliance: 90% fulfilment of commitments. ➤ Community Satisfaction: 75% positive feedback. 														<p>Petroleum Geoscience section</p>



Ministry of Energy and Minerals

Annual Work Plan 2025





Ministry of Energy and Minerals

Annual Work Plan 2025



Name of the Department:

Human Resources Department

INTRODUCTION: The Human Resources Department ensures efficient personnel management that is aligned with Civil Service Employees' Laws and Policies. It fosters a positive work culture, promotes team integration, develops employee skills, and ensures motivation and retention while maintaining data compliance. Key functions include creating job descriptions, and individual work plans, and using appraisal forms to improve ministry performance.

Activities	Output	indicator	Time frame Months (Insert X)												Section Responsible		
			J	F	M	A	M	J	J	A	S	O	N	D			
Foster Employees Wellbeing and Safety Health and Safety Guidelines	<ul style="list-style-type: none"> Develop and implement a comprehensive health and safety policy. Ensure employees are aware through training and communication. Monitor compliance with the policy. 	<ul style="list-style-type: none"> Number of employees who aware of the health and safety policy Percentage of the employee who attended. Number of the compliance will be monitored 															HRM Section,
Health and Safety Training	<ul style="list-style-type: none"> Organize employee training sessions on workplace safety. Track employees trained. Offer periodic refresher training. 	<ul style="list-style-type: none"> Number of safety training programs Number of employees trained Number of periodic trainings 															HRD Section, Health & Safety Section
Health and Safety Training	<ul style="list-style-type: none"> Procure first aid kits and distribute them. Train employees in first aid and emergency response. Monitor response times to emergencies. 	<ul style="list-style-type: none"> Number of kits distributed Number of trained employees in emergency response. 															HRD Section, Health & Safety Section





Ministry of Energy and Minerals

Annual Work Plan 2025



Activities	Output	Indicators	Time frame												Section Responsible		
			Months (Insert X)														
			J	F	M	A	M	J	J	A	S	O	N	D			
Procurement of Radiation Equipment for Staff	<ul style="list-style-type: none"> Radiation protection equipment procured and distributed to relevant staff. Compliance with safety standards, staff equipped and trained. 	<ul style="list-style-type: none"> Reduce number of radiations of the staff. Number of the employees completed mandator safety training 															Health & Safety Section,
Procure Protective Equipment for Worksite Hazards	<ul style="list-style-type: none"> Protective equipment (e.g., helmets, gloves, goggles) procured for employees. Employees equipped, compliance with safety standards. 	<ul style="list-style-type: none"> Number of the protective equipment's bought for the employee Number of equipped employees. 															Health & Safety Section,
Assign Medical Team to Mining, Energy, and Petroleum Sites	<ul style="list-style-type: none"> Medical staff assigned to evaluate and manage health risks at mining, energy, and petroleum sites. Assessments of reducing incidents of health-related issues. 	<ul style="list-style-type: none"> Number of medical staff assigned to evaluate and manage health risks Achieve % reduction in health-related incidents 															Health & Safety Section,
Activities	Out put	Indicators	Time frame												Section Responsible		
			Months (Insert X)														
			J	F	M	A	M	J	J	A	S	O	N	D			





Ministry of Energy and Minerals

Annual Work Plan 2025



Activities	Output	Indicators	Time frame Months (Insert X)												Section Responsible
			J	F	M	A	M	J	J	A	S	O	N	D	
DEVELOPMENT PLAN	Implement the training as outlined in the Annual Training Plan	Number of training sessions completed, Attendance and feedback reports, Photos/Pictures of Training Sessions													HRM Section
ONLINE HUMAN RESOURCES INFORMATION MANAGEMENT SYSTEM DEVELOPMENT	4.1 Develop the online filing system for HR data management	, Number of system functionalities tested and Development Progress Reports													HRM Section
	4.2 Integrate the annual leave plan into the online leave calendar	Number of leave plans integrated into the system, and Integration Report,													HRM Section
	4.3 Integrate the training plan into the HRIMS	Percentage of training plans integrated into the HRIMS,													HRM Section
	4.4 Update staff resumes and qualifications in the HRIMS	Number of resumes and qualifications updated, Updated staff record document,													HRM Section
Activities	Out put	Indicators	Time frame Months (Insert X)												Section Responsible
			J	F	M	A	M	J	J	A	S	O	N	D	



Ministry of Energy and Minerals

Annual Work Plan 2025



PREPARE PENSION STAFF PENSION ACT,	5.1 Prepare and submit the list of pension staff to the Civil Service Commission (CSC)	List the pension staff documents submitted to the civil service commission		HRM Section
	5.2 Provide necessary information to eligible pension staff members	By-law Document, Number of eligible staff provided with the required information,		HRM Section
Activities	Output	Indicators	Time frame Months (Insert X)	Section Responsible
			J F M A M J J A S O N D	
Implementation of the Pay and Grading Policy	Develop a dissemination and communication strategy for the Pay and Grading Policy to ensure all staff understand the new system.	Number of training sessions conducted.		HRM Section
	Organize training sessions for HR staff and department heads on the new pay scale, grading system, and job evaluation methodology.	Percentage of employees aware of the new policy.		HRM Section
	Monitor the application of the grading policy across departments to ensure compliance with equity principles.	Number Compliance rate across departments.		HRM Section





Ministry of Energy and Minerals
Annual Work Plan 2025





Ministry of Energy and Minerals

Annual Work Plan 2025



<ul style="list-style-type: none"> ✓ Type of Products or Services Provided ✓ Compliance with ministry Regulations ✓ Quality Control Procedures 			<table border="1" style="width: 100%; height: 100%; text-align: center;"> <tr> <td style="background-color: #d9e1f2;">J</td><td style="background-color: #d9e1f2;">F</td><td style="background-color: #d9e1f2;">M</td><td style="background-color: #d9e1f2;">A</td><td style="background-color: #d9e1f2;">M</td><td style="background-color: #d9e1f2;">J</td><td style="background-color: #d9e1f2;">J</td><td style="background-color: #d9e1f2;">A</td><td style="background-color: #d9e1f2;">S</td><td style="background-color: #d9e1f2;">O</td><td style="background-color: #d9e1f2;">N</td><td style="background-color: #d9e1f2;">D</td> </tr> </table>	J	F	M	A	M	J	J	A	S	O	N	D	Admin
J	F	M	A	M	J	J	A	S	O	N	D					
Activities	Output	Indicator	Time frame Months (Insert X)	Section Responsible												
<p>Preparing Final draft of procurement Manuals and Preparing financial Manual</p> <ul style="list-style-type: none"> ✓ Review existing manuals for improvements. ✓ Prioritize revisions based on impact. ✓ Collaborate on updated sections. ✓ Refine through internal feedback. ✓ Finalize and disseminate approved manuals. 	<p>Drafting procurement manual:</p> <ul style="list-style-type: none"> ✓ Final Reviewed existing manuals for improvements. ✓ Achieved the prioritized revisions based on impact. ✓ Developed the Collaborated on updated sections. 	<p>Number approved procurement Manual document {one}:</p> <ul style="list-style-type: none"> ✓ Reviewed and finalized improvements in one procurement manuals (100%). ✓ Prioritized and completed revisions in one manuals based on impact (100%). ✓ Collaborated on and developed updated sections in one manuals (100%). 	<table border="1" style="width: 100%; height: 100%; text-align: center;"> <tr> <td style="background-color: #d9e1f2;">J</td><td style="background-color: #d9e1f2;">F</td><td style="background-color: #d9e1f2;">M</td><td style="background-color: #d9e1f2;">A</td><td style="background-color: #d9e1f2;">M</td><td style="background-color: #d9e1f2;">J</td><td style="background-color: #d9e1f2;">J</td><td style="background-color: #d9e1f2;">A</td><td style="background-color: #d9e1f2;">S</td><td style="background-color: #d9e1f2;">O</td><td style="background-color: #d9e1f2;">N</td><td style="background-color: #d9e1f2;">D</td> </tr> </table>	J	F	M	A	M	J	J	A	S	O	N	D	Head of Procurement and head of Finance
J	F	M	A	M	J	J	A	S	O	N	D					





Ministry of Energy and Minerals

Annual Work Plan 2025



<p>Developing and managing filing procurement documents:</p> <ul style="list-style-type: none"> ✓ Organize procurement documents systematically. ✓ Categorize by type and importance for easy retrieval. ✓ Ensure document security with access controls. 	<p>To Development of procurement documents and Management of filing system</p>	<ul style="list-style-type: none"> ✓ Existence of developed procurement documents ✓ Effective management of the filing system 													Head of Procurement
<p>Developed for a systematic way of Registration of New Property.</p> <ul style="list-style-type: none"> ✓ Prepare list of new property of offices. <p>Reorder/ Arrangement of assets.</p>	<ul style="list-style-type: none"> ✓ PFM System registrar. ✓ Easley report of the new propertv. <p>Improvement Ministry Asset Review and Equipment Quality</p>	<p>Number of reviews and monitors. A number of monthly reports produce.</p> <ul style="list-style-type: none"> ✓ 												Asset Management Section	
<p>Office Equipment Maintenance and Repair</p> <ul style="list-style-type: none"> ✓ Keeping office equipment in good condition through regular maintenance. <p>Repairing any office equipment that malfunctions or breaks down promptly.</p>	<ul style="list-style-type: none"> ✓ Longevity of equipment ✓ Improved efficiency ✓ Cost savings ✓ Enhanced workplace safety 	<p>The sustained maintenance efforts over three months resulted in optimal equipment longevity, operational efficiency, cost-effectiveness, and workplace safety, all achieving a perfect score of 100%.</p>											Asset Management Section		





Ministry of Energy and Minerals

Annual Work Plan 2025



<p>Develop asset Disposal Guidelines.</p> <ul style="list-style-type: none"> ✓ Stablish Asset Disposal Guidelines. <p>Removing Disposal Asset</p>	<ul style="list-style-type: none"> ✓ Developed asset disposal Guidelines. ✓ Established asset disposal Guidelines. ✓ Removed disposed assets. 	<ul style="list-style-type: none"> ✓ A number of document published. ✓ The majority percentage (85 %) of policy implementation. <p>A number assets documented.</p>	12 columns with alternating blue and yellow background	<p>Asset Management Section</p>
<p>Preparing an asset manual (Prioritized).</p> <ul style="list-style-type: none"> ✓ Prepare guidelines and support materials for asset manual. ✓ Create Resource allocation plans and optimization strategies. ✓ Improved tools and frameworks for enhancing overall asset management practices. 	<ul style="list-style-type: none"> ✓ Efficient information MOEM. ✓ Prioritization of critical items. ✓ Decision-making support. ✓ Optimization of resource allocation. ✓ Enhancement of overall asset management practices. 	<ul style="list-style-type: none"> ✓ A number of well-structured asset manual for efficient information management. ✓ Several documented list of prioritized critical items. 	12 columns with alternating blue and yellow background	<p>Asset Management Section</p>
<p>Asset Management Process Permanence:</p> <ul style="list-style-type: none"> ✓ Establishing robust asset-tracking systems ✓ Implementing regular maintenance Schedules 	<p>Established robust asset- tracking systems Implemented regular maintenance schedules</p>	<ul style="list-style-type: none"> ✓ Effectiveness of asset tracking system establishment ✓ Adherence to maintenance schedules 	12 columns with alternating blue and yellow background	<p>Asset Management Section</p>





Ministry of Energy and Minerals

Annual Work Plan 2025



<ul style="list-style-type: none"> ✓ Conducting thorough equipment audits ✓ Monitoring asset performance and utilization 	<p>Conducted thorough equipment audits Monitored asset performance and utilization</p>	<ul style="list-style-type: none"> ✓ Accuracy of equipment audits conducted ✓ Improvement in asset performance and utilization tracking 														
<p>Enhancing General Sanitation and Greenery in the Ministry Environment:</p> <ul style="list-style-type: none"> ✓ Conduct regular cleaning sessions. ✓ Implement waste management practices. ✓ Organize awareness campaigns on cleanliness. ✓ Plant trees and maintain green spaces. ✓ Establish a gardening program. ✓ Install waste bins for proper disposal. ✓ Collaborate with local authorities or organizations. ✓ Monitor and evaluate progress regularly. 	<ul style="list-style-type: none"> ✓ Achieved regular cleanliness ✓ Developed waste management ✓ Enhanced cleanliness awareness ✓ Planted trees and improved green spaces ✓ Established a gardening program ✓ Utilized waste bins effectively ✓ Collaborated with local groups ✓ Checked progress regularly 	<ul style="list-style-type: none"> ✓ Achieved 90% regular cleanliness through regular cleaning sessions. ✓ Developed waste management practices, resulting in a 50% reduction in waste production. ✓ Enhanced cleanliness awareness with 100% staff participation in awareness campaigns. 													<p>Head of Administration</p>	





Ministry of Energy and Minerals

Annual Work Plan 2025



<p>Establishing and Purchasing an Automatic Door:</p> <ul style="list-style-type: none"> ✓ Survey for location and requirements. ✓ Purchase and install the automatic door. ✓ Train staff and maintain regularly. 	<ul style="list-style-type: none"> ✓ Survey report and specifications list. ✓ Training materials and maintenance log. 	<ul style="list-style-type: none"> ✓ Delivery confirmation, installation completion report, compliance certificate. ✓ Tangible Indicators: Training attendance records, maintenance reports, user feedback. 													Head of Administration
<p>Implementing Modern Security Skills and Abilities:</p> <ul style="list-style-type: none"> – Proficiency in Modern Security Practices – Skill Enhancement for Robust Security – Developing Contemporary Security Expertise 	<ul style="list-style-type: none"> – 90% proficiency achieved with 3 out of 5 employees showing competence in modern security practices. – 80% improvement in skills observed with 2 out of 6 employees 	<ul style="list-style-type: none"> – 90% proficiency achieved with 3 out of 5 employees demonstrating competence in modern security practices. – 80% improvement in skills observed with 2 out of 6 employees 												Head of Administration	





Ministry of Energy and Minerals Annual Work Plan 2025



<ul style="list-style-type: none"> - Prepare on-the-job training for the staff within the administration section. - Implementing On- the-Job Training for Administration Staff - Building Competence in Administrative Roles Administration Section 	<ul style="list-style-type: none"> - Increased job proficiency and skills development for administration staff. - Facilitates hands-on learning in a real work environment. - Boosts productivity and efficiency within the administration team. 	<ul style="list-style-type: none"> - Skill Development within the Administration Staff Section 	<div style="display: flex; justify-content: space-around;"> <div style="background-color: #d9e1f2; width: 10px; height: 100px;"></div> <div style="background-color: #d9e1f2; width: 10px; height: 100px;"></div> <div style="background-color: #d9e1f2; width: 10px; height: 100px;"></div> <div style="background-color: #fff2cc; width: 10px; height: 100px;"></div> <div style="width: 10px; height: 100px;"></div> <div style="width: 10px; height: 100px;"></div> <div style="background-color: #fff2cc; width: 10px; height: 100px;"></div> <div style="background-color: #d9e1f2; width: 10px; height: 100px;"></div> <div style="background-color: #d9e1f2; width: 10px; height: 100px;"></div> <div style="background-color: #fff2cc; width: 10px; height: 100px;"></div> <div style="width: 10px; height: 100px;"></div> <div style="width: 10px; height: 100px;"></div> <div style="background-color: #fff2cc; width: 10px; height: 100px;"></div> </div>	Head of Administration
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Finance Section

Activities	Output	Indicator	Time frame Months (Insert X)												Section Responsible			
			J	F	M	A	M	J	J	A	S	O	N	D				
Monitor budget expenditures, prepare budget variance reports, and	✓ Regular reports on actual vs. budgeted expenditures.	✓ Percentage variance between actual and																Finance Head Section(Fatima)





Ministry of Energy and Minerals

Annual Work Plan 2025



<p>recommend budget adjustments:</p> <ul style="list-style-type: none"> ✓ Tracking Financial Outflows and Budget Variances ✓ Analyzing Budget Allocations and Variances ✓ Budget Adjustment Proposal Development 	<ul style="list-style-type: none"> ✓ Detailed analysis of budget allocations and variances. ✓ Report proposals for recommended budget adjustments. ✓ Periodic financial performance evaluations. ✓ Prioritized recommendations for budget optimization. 	<p>budgeted expenses.</p> <ul style="list-style-type: none"> ✓ Identification of key areas with significant variances. ✓ Number of proposed adjustments successfully implemented. 	14 vertical bars: 3 blue, 1 yellow, 1 white, 1 white, 1 white, 1 white, 1 white, 1 white, 1 white, 1 white, 1 white, 1 white, 1 white, 1 white, 1 yellow	
<p>Monitoring Cash Balances, Forecasting Cash Flow, Managing Accounts Receivable and Payable, Investigating and Resolving Payments:</p> <ul style="list-style-type: none"> ✓ Monitoring Cash Balances and 	<ul style="list-style-type: none"> ✓ Regular cash balance reports, accurate cash flow forecasts. ✓ Timely management of AR and AP, reduced outstanding payments. 	<ul style="list-style-type: none"> ✓ Percentage variance between forecasted and actual cash flow. ✓ Day's sales outstanding (DSO) reduction, 	14 vertical bars: 3 blue, 1 yellow, 1 white, 1 white, 1 white, 1 white, 1 white, 1 white, 1 white, 1 white, 1 white, 1 white, 1 white, 1 white, 1 yellow	<p>Finance Assistant (Khadan/ Asma)</p>





Ministry of Energy and Minerals

Annual Work Plan 2025



<p>Forecasting Cash Flow</p> <ul style="list-style-type: none"> ✓ Managing Accounts Receivable and Payable ✓ Investigating and Resolving Payments 	<ul style="list-style-type: none"> ✓ Resolved payment discrepancies, improved payment processing. 	<p>improved cash flow.</p> <ul style="list-style-type: none"> ✓ Decrease in unresolved payment cases, faster payment resolution. 	12 vertical bars: 10 blue, 2 yellow	
<p>Developing a New Systematic Reporting Approach Using QuickBooks (Prioritized):</p> <ul style="list-style-type: none"> ✓ Streamlining Financial Data with QuickBooks Integration. ✓ Improving Reporting Efficiency and Accuracy 	<ul style="list-style-type: none"> ✓ To Answer emergency Reports ✓ Motivated top managements not disappointed old version ✓ Accurate and Timely Financial Statements ✓ Enhancing Financial Transparency Through QuickBooks 	<p>Number of financial statements prepared accurately and on time Accuracy of bank reconciliations(n o discrepancies)</p>	12 vertical bars: 10 blue, 2 yellow	<p style="text-align: right;">Finance Assistant(Asma)</p>
<ul style="list-style-type: none"> ✓ Streamlining Financial Data with QuickBooks. 	<ul style="list-style-type: none"> ✓ Improved reporting efficiency. 	<ul style="list-style-type: none"> ✓ 20% reduction in time spent on 	12 vertical bars: 10 blue, 2 yellow	<p style="text-align: right;">Cashier(Hamda Muse)</p>





Ministry of Energy and Minerals
Annual Work Plan 2025





Ministry of Energy and Minerals

Annual Work Plan 2025



Name of the Department: Internal Audit				Name of the Head Section: Internal Audit														
Strategy Objectives:				Outcome:														
Output One	Activity	Indicator	Time To Do work												Responsibility	Resources Needed		
			J	F	A	J	J	A	S	O	N	D						
Valuation of Procurement Section and Asset Section	<ul style="list-style-type: none"> + Focus on procurement processes, + Ensuring Adherence to procurement laws and guidelines. 	New procurement procedures														Internal Audit	Internal Audit & Finance Team	
	<ul style="list-style-type: none"> ✓ Evaluate fixed assets management including inventory and asset tracking systems. 	Asset Report Asset Registration system															Internal Audit	Internal Audit & Finance Team
	<ul style="list-style-type: none"> ✓ Release a Procurement and Asset report on our audit every quarter. 	Quarterly Report															Internal Audit	internal Audit & Finance Team
Output two	Activity	Indicator	Time To Do work												Responsibility	Resources Needed		
			J	F	A	J	J	A	S	O	N	D						

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Ministry of Energy and Minerals

Annual Work Plan 2025



Investigation of Finance Section	<ul style="list-style-type: none"> ✓ review the Ministry Voucher and document during each quarterly investigation 	Report financial management										Internal Audit	Internal Audit Team
	<ul style="list-style-type: none"> ✓ Investigate the handling of petty cash and minor expenditures to prevent misuse. 	Report										Internal Audit	Internal Audit Team
	<ul style="list-style-type: none"> ✓ Investigate the accuracy of mineral royalties and payments stakeholders. 	Document Transparent										Internal Audit	Finance Documents
	<ul style="list-style-type: none"> ✓ Review the management of staff Payment allowances ✓ Travel expenses to ensure policy compliance. 	Document Transparent of payment staff New policy travel documents internal										Internal Audit	Finance Documents
	<ul style="list-style-type: none"> ✚ We will release a financial report on our audit every quarter. 	Financial Transparent internal										Internal Audit	Finance Documents





Ministry of Energy and Minerals

Annual Work Plan 2025



Output three	Activity	Indicator	Time To Do Work												Responsibility	Resources Needed
			J	F	A	J	J	A	S	C	N	D				
Review Quarterly Evaluation of Departmental Report Writing	✓ We conduct a comprehensive assessment	Collaboration among ministry departments.													Internal Audit	Report of All Department
Output four	Activity	Indicator	Time To Do work												Responsibility	Resources Needed
			J	F	A	J	J	A	S	C	N	D				
Procedure the internal operations of various departments.	✓ Procedure all agreements that the ministry makes with stakeholders.	System procedure of internal audit													Internal Audit	Internal Audit
	✓ Evaluate the job based on whether it was performed as intended	Accountability of procedure of internal audit													Internal Audit	Internal Audit
Auditing procedures of Employee's Performance Evaluation KPIs.	✓ Detailed assessment of employee performance KPIs	80% completion of performance													Internal Audit	Finance Team
Auditing budget and Field Site Budget all departments	✓ Comprehensive review of training and field site budgets.	100% accuracy in budget allocation and expenditures													Internal Audit	Internal Audit





Ministry of Energy and Minerals

Annual Work Plan 2025





Ministry of Energy and Minerals

Annual Work Plan 2025



Name of the Department: ICT

Name of the Head Section: Ibrahim Abdulahi Cilmi

Strategy Objectives: To develop Sever Network

Outcome: To achieve efficient work.

Introduction: The ICT department focuses on maintenance, support, and innovation. Maintenance ensures systems run smoothly, minimizing disruptions. Support addresses technical issues and provides training for seamless operations. Innovation keeps the ministry up-to-date with the latest technology to enhance productivity and service delivery. Together, these elements drive efficiency and help achieve the ministry's goals.

Activities	Output1	Indicators	Time frame Months (Insert X)												Section Responsible				
			J	F	M		A	M	J		J	A	S			O	N	D	
Installation new windows server 2025	The adaptation to the new level of Windows systems globally and the prevention of server failures in its operations	- Number of windows installed in the sever.																	Trouble Shooting section
Buying firewall device	To prevent internet attacks	Number of traffic fire wall handling																	Trouble Shooting section
Buying Antivirus server	To Protect server and internet data	At list buy antivirus for the server																	Trouble Shooting section
Output 2 Activities	Output 2	Indicators	Time frame Months (Insert X)												Section Responsible				
			J	F	M		A	M	J		J	A	S			O	N	D	
Review and customization of the ministry's network system	Implementing new network commands and reviewing the ministry's Wi-Fi system.	Number of reviewing Networks in the ministry																	Network Section
Creating accounts for the Users	Streamlining account and connecting users to servers.	Number of a new account created.																	Server Section





Ministry of Energy and Minerals
Annual Work Plan 2025



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Annual Work Plan 2025



Name of the Department: Public Relations Department	Name of the
1. Objectives: Strengthen Public Engagement, enhance communication to increase public understanding and support for the Ministry's initiatives and projects.	Outcome: Increased public awareness and trust in the Ministry through effective and transparent communication.

Introduction: The Communication and Public Relations Department is key to connecting with the public and stakeholders. It shares information about the Ministry's activities and builds trust through clear and transparent communication. This work plan explains the goals, expected results, and planned actions for 2025.

Activities	Output one	Indicators	Time frame Months (Insert X)												Responsible				
			J	F	M	A	M	J	J	A	S	O	N	D					
Review Somaliland National Energy Policy and Finalize Act	Improving The Image of the ministry	Number of audiences reached.																	Public Relation
Conduct Renewable Energy and Electricity Supply Providers (ESP's)Event		Number of audiences reached.																	Public Relation
Conduct the Energy and Extractives Forum		Awards, certificate per 50 pcs.																	Public Relation
Conduct Dialogue and public hearings every quarter (3 events in total)	Awareness	departments conducted public hearing events per time in the year of 2023																	Public Relation
-Continuous News articles, online and print media, on success stories of the ministry		-Number of newsletters, radio, and others released in 2023																	Public Relation
-Producing a video documentary for Mineral and Energy of the ministry		-To produce 1 video for mineral in 2023and 1 video for energy in 2023																	Public Relation





Ministry of Energy and Minerals

Annual Work Plan 2025





Ministry of Energy and Minerals

Annual Work Plan 2025



Name of the Department: Legal Affairs Department																		
Objectives: To provide comprehensive legal support to the Ministry by reviewing, drafting, and updating agreements and policies			Outcome: Updated agreements and policies that align with the latest legal requirements and organizational goals															
Introduction: The Legal Office is responsible for ensuring that all agreements, regulations, and activities of the Ministry comply with applicable laws. The department provides legal advice, drafts agreements, reviews policies, and supports the Ministry in legal matters to ensure transparency and accountability																		
Activities	Output one	Indicators	Time frame Months (Insert X)												Responsible			
			J	F	M	A	M	J	J	A	S	O	N	D				
Energy Electricity bill approve and implement	Transferer the energy management bill to cabinet Miniseries	This act will be approved in the year 2025.																
Activities	Output-five	Indicators	Time frame Months (Insert X)												Section Responsible			
			J	F	M	A	M	J	J	A	S	O	N	D				
Media awareness on policies, laws and guidelines	Media warned of legal Instruments per the mandate of the ministry	- Number of Media Campaigns Conducted																
Activities	Output-six	Indicators	Time frame Months (Insert X)												Section Responsible			
			J	F	M	A	M	J	J	A	S	O	N	D				
Review and prepare The final Mining agreement	Review of the existence Agreement	One time Finished all agreement																





Ministry of Energy and Minerals

Annual Work Plan 2025





Ministry of Energy and Minerals

Annual Work Plan 2025



Name of the Department: Gender Office				Name of the Head Section: Advocacy unit																
Strategy Objectives: To promote gender equality and empower women's, and focus on creating opportunities for women's leader , influencing policy , development , and fostering inclusive participation.				Outcome: By focusing on these strategy objective, the office can expect tangible outputs that reflect progress towards promoting gender equality, empowering women, and fostering inclusive participation within the energy and extractive sectors																
1: Head Section: Advocacy unit																				
Activities	Output	Indicators	Time frame Months (Insert X)												Section Responsible					
			J	F	M	A	M	J	J	A	S	O	N	D						
Developing gender Policies Gender mainstreaming	Integrate gender-sensitive approaches in projects and Gender inclusion plans developed	Number of policies implemented	X			X				X					X					Advocacy unit
Conduct Gender Mainstreaming Training	Produced final gender policy documents	Number projects with gender-sensitive plans Meeting minutes		X		X				X					X					Advocacy unit
Conducting consultation meeting with stakeholders	Produced final gender policy documents	-Number of projects with gender -sensitive plans		X		X				X					X					Advocacy unit
Hold gender policy validation workshop	Produced final gender policy documents	Gender policy is available				X	X	X	X						X					Advocacy unit
Equal Career opportunities policy	Produced final career policy document	Meeting minutes Report Attendance				X				X	X				X					Women in energy unit





Ministry of Energy and Minerals

Annual Work Plan 2025



<p>Collaborations and partnership</p> <p>Planning and coordinating women in the extractives (mineral and petroleum) stakeholders</p>	<p>Holding meeting</p>	<p>Agenda Minutes Attendance sheets. Submitted inception report</p>													<p>Advocacy /women in extractives unit</p>
<p>Create Mentorship Programs</p> <p>-Match women with experienced industry mentors</p>	<p>Women gaining guidance and career support</p>	<p>Number of active mentorships</p>													<p>Advocacy unit</p>
<p>Promotion GIS and Remote Sensing Skills in staff</p> <p>-practical GIS workshops for mapping and spatial analysis</p> <p>q</p>	<p>20 women certified in GIS applications</p>	<p>Certification rate</p>													<p>Advocacy unit</p>





Ministry of Energy and Minerals

Annual Work Plan 2025



Thank you

