



REPUBLIC OF NAMIBIA

MINISTRY OF JUSTICE

DLD: PERFORMANCE STANDARDS FOR PROPOSED LEGISLATION AND ADMINISTRATIVE NOTICES

1. INTRODUCTION

Project Name: Set and publish Performance Standards for completion of Bills, Proclamations, Regulations and Notices

Objective: To set up performance standards for scrutinizing and completion of Bills, Proclamations, Regulations and Notices

To speed up the legislative drafting process

Description: Bills take 1 day to 6 months to complete, Regulations 1 day to 120 days, Proclamations 1 day to 10 days, and Notices 1 day to 10 days, depending on complexity and size.

2. ASSUMPTIONS/DELAYS/DEPENDENCIES

1. Very few skilled drafters who can draft and scrutinize instructions without supervision.
2. Few semi-skilled drafters who need little supervision.
3. Few unskilled drafters who need full-supervision.
4. Unclear instructions by customers and lack of expertise by contact persons in the subject matters cause delays in completion of work.
5. Poor instructions by customers cause huge research into relevancy, legality and constitutionality of instructions.
6. Late submission of instructions with time lines cause panic and inconsistency in drafting due to hasty scrutiny and lack of opportunity for proper research.

7. Delayed responses to queries by contact persons demoralise drafters and cause unnecessary delays.
8. Overloading of the very few skilled drafters with their own work and supervisory work cause delays and even inconsistency in drafting.
9. Well researched and clear instructions contribute to efficiency, consistency and timely completion of work.

3. PERFORMANCE STANDARDS FOR THE FINALISATION OF BILLS, REGULATIONS, PROCLAMATIONS AND NOTICES

Bills:

A bill includes an amendment bill and it is estimated to take one day to 6 months or more, from the date the instructions are received by the drafters, to complete.

Regulations:

Regulations include amendment regulations and they are estimated to take one to 120 days, from the date the instructions are received by the drafters, to complete.

Proclamations:

Proclamation includes amendment proclamation and it is estimated to take one to 10 days, from the date the instructions are received by the drafters, to complete.

Notices:

Notices refer to Government Notices and General Notices and they are estimated to take one to 10 days, from date the instructions are received by the drafters, to complete.

TIMELINES/STANDARDS

INSTRUCTION TYPE	COMPLETION PERIOD
Bills (Includes Amendment Bills)	6 months
Regulations	120 days
Proclamations	10 days
Notices	10 days

Any **Urgent** instruction must be treated with the urgency it deserves and it differs from instructions to instructions taking complexity and size into consideration.