



IRC MEETING MINUTES

Location: CSA Conference Room

Date: July 13, 2016

Time: 2:00pm

Attendance

- Othello K. Weh
- Wanneh Clarke Reeves
- Alfred Drosaye
- Anthony K. Selmah
- Daniel F. Poawalio
- George B. Wah
- Charlesetta Harris Peters
- Reginald M. Wade, Sr.
- Alexander E. Bassey
- Retta Vincent
- Darlington A.P. Smith
- Rufus K. Johnson

Agenda Items

1. Prayer
2. Update on Testing Consultant(ESD & Committee
3. Update on one employee one file(ESD)
4. Update on 2016 PMS Planning & Evaluation
5. Update on Capacity building Plans
6. Update on 2016 work plan implementation(M&E)
7. Update on HRMIS(equipment testing)
8. Update on communication/Gender Mainstreaming

Call to Order

The weekly IRC meeting of the CSA was held on July 13, 2016 in the Conference room of the Agency. It began at 2:37pm and was presided over by **Mr. Othello K. Weh**, Deputy Director-General for Administration, CSA.

Mr. Weh in his opening statements, admonished the attendees to be punctual at scheduled meetings. He emphasized that the IRC meeting was very important in that, it keeps directorate heads informed about updates on various activities of the Agency.

The meeting began with an opening prayer by Rev. Reginald M. Wade Sr., Deputy Director, Human Resource Management.

ACTIVITIES UPDATES

Below are updates on various activities taking place at the Civil Service Agency:

1. TESTING CONSULTANT

According to Mrs. Vincent, the Committee was in constant contact with the consultant. The first payment invoice of US\$10,000 has been submitted to CSRD as well as the inception reports. It was reported that during the test automation, a technical support was needed. Mr. Weh suggested that these technical issues must be addressed urgently since the consultancy duration is three months.

Some members of the Committee informed the body that Mrs. Vincent who is the first point of contact was absent from the previous test automation meetings. Mr. Smith also buttressed the comments of the committee members, stating that, Mrs. Vincent should be more involved with the process, meaning Employment Services should play the lead. In like comments. Mr. Selmah, stated that the team has the power to make the Employment Service Directorate (ESD) functional or the other way.

2. ONE EMPLOYEE ONE FILE

It was reported that the teams were back from the exercise but a meeting has been scheduled for Friday, July 22, 2016, to pull out the statistics and then pass it on. A meeting is also scheduled for Monday to decide the next steps and afterward provide the statistics.

3. PMS PLANNING & EVALUATION

For the PMS, Rev. Wade reported that the mid-year review files have been prepared but some files have not been collected by Supervisors/Directors. It was suggested that communications be sent out to Supervisors and responsible files be distributed to the Supervisors so as to meet up with deadlines.

4. CAPACITY BUILDING PLANS

It was also reported that an MoU for the IT training has been approved by the CSA. The Training should have started on Friday but could not due to limited resources.

Mr. Drosaye, in line with the same discussion, also elaborated on the limitation of computers as expressed in his conversation with Mr. Broderick. It is expected that the training will begin soon.

5. 2016 WORK PLAN IMPLEMENTATION

The body was informed that the work plan implementation updates will be provided in the next meeting since the rest of the team was out on the one employee, one file exercise.

6. HRMIS-EQUIPMENT TESTING

According to Mr. Basseyy, he met one of the Representatives of m-touch who informed him that they have re-ordered the customized CSA hologram. It is expected to be ready next week. On the hand, Mr. Weh suggested that a timeline be provided or set aside to the partners for timely delivery.

7. COMMUNICATION/GENDER MAINSTREAMING

It was reported that four different information have been uploaded to the website. The newsletter will be ready by next week. Mr. Drosaye asked whether all policies that have been developed were on the website. In response to Mr. Drosaye's question, Mr. Selmah said that everything on the project is uploaded.

Mr. Basseyy suggested that a checklist be developed on what is needed on the website. A question was also asked if activities in the participating Ministries were also uploaded but according to Mr. Selmah, every directorate head could be involved in the IRC.

There was no update on gender mainstreaming because the consultant had earlier informed the Chair of his illness.

In the Chairman's closing statements, he elaborated that Government has developed a lot of policies that will guide them and so as a Civil Servant, there are rules and regulations that govern us all therefore, if you are holding a title/position, you must try to exercise your office to the fullest. In this light, Mrs. Vincent Should make sure and come to Job soon as is expected of her.

The meeting was adjourned at 4:15 pm with a closing prayer by Rev. Wade