



Republic of Liberia

Civil Service Agency

63, Carey Street, Monrovia, Liberia



### **IRC MEETING MINUTES**

#### **Agenda**

1. Opening prayer.....
2. Welcome remarks----- Chairman Weh .
3. Update
  - a) Records Management/HRMIS (Equipment testing, online registration)
  - b) Test development
  - c) One Employee One File
  - d) 2016 PMS Mid-year review
  - e) Capacity building plan
4. AOB
5. Closing prayer-----

The regular IRC meeting of the Civil Service Agency was held on Wednesday, November 30, 2016 in the Conference Room of the Agency. The meeting was called to order by Hon. Othello K. Weh, Deputy Director General for Administration, and opening prayers said by Rev. Reginald S. Wade, Sr., Deputy Director for Human Resources.

UPDATES	ACTION	RESPONSIBLE PERSON/DIRECTORATE	TIMELINE
<b>Records Management (HRMIS, online registration)</b>	<ul style="list-style-type: none"> <li>• A rollout plan was being developed for the records management system</li> <li>• Vendors agreed to replace damage device and retrain staff</li> <li>• Need to set a cutoff date for reinstatement of employees deleted from the supplementary payroll</li> <li>• R. Vincent advised that a formal process transferring the supplementary line item to regular payroll should be implemented</li> <li>• Need to engage the Director General in this regard due to the numerous issues with certain ministries especially MIA, regarding the supplementary payroll</li> <li>• A quote for the upgrade of the Agency's website had been provided, and vendor to provide training to the site managers</li> <li>•</li> </ul>	<b>HRMIS &amp; IT</b>	Update by next meeting date –
<b>Test development</b>	<ul style="list-style-type: none"> <li>• Online training on automation is completed and Thursday, December 1<sup>st</sup>, 2016, training for staff with limited computer knowledge will begin.</li> <li>• The need for CSA to look at the revised test content was stressed.</li> </ul>	<b>ESD and IT</b>	Update by next meeting date –
<b>One employee one file</b>	<ul style="list-style-type: none"> <li>▪ All preparatory works had been completed and was only awaiting the release of funds.</li> <li>▪ Of a total of \$88,000.00, 81,000.00 was approved. Efforts were being made to have the outstanding \$7,000.00 restored as it would cover</li> </ul>	<b>ESD and committee</b>	Update by next meeting date –

	<p>the purchase of the laptops for the field work. All justifications had been made to the World Bank in this regard.</p>		
<b>PMS Mid-year review</b>	<ul style="list-style-type: none"> <li>• W. Reeves – committee setup to review roles of players in the PMS will meet on Thursday, December 1, 2016.</li> <li>• Everybody needs to be proactive and complete the mid-year review.</li> <li>• Annual appraisal for CSA should be completed by December 20, 2016. Documents to be sent out by Dec. 4.</li> </ul>	HR Unit and MSD	Next meeting
<b>Capacity Building Plan</b>	<ul style="list-style-type: none"> <li>• Denise Suah – still waiting to hear from CSRD but it appears not to be possible. Meanwhile a meeting with the Acting Controller is planned for Thursday December 1, 2016 to explore means for funding through the Agency’s core budget.</li> <li>• Proposal for security training will be submitted to CSRD for funding.</li> </ul>	CMTD	To be arranged
<b>AOB</b>	<p>Hon. Weh reminded all of an email sent regarding the crafting of budget notes for the fiscal year 2017/2018 and that same should be submitted to the Deputy Director for budget at the Agency.</p>		

**ATTENDANCE**

NO	<b>PRESENT</b>		
1	Hon. Othello K. Weh		
	Hon. Wanneh Clarke-Reeves		
2	Ignatius Geegbae		
3	Reginald Wade		
4	Mahdea G. Belleka		
5	Sonkarlay Weamie		
6	Daniel Poawalio		
7	Denise Suah		
8	Alfred Drosaye		
9	Dorothy M. Kiepeeh		
10	Retta Vincent		
11	George Wilson		
12	Seh Morris Brown		
13	James Kannehson		