



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) 2016 Work Plan Implementation
  - b) Records Management/HRMIS (Equipment testing, online registration)
  - c) Test Development
  - d) One Employee One File
  - e) 2016 PMS Mid-year review
  - f) Capacity Building Plan
4. AOB
5. Closing prayer-----

The regular IRC meeting of the Civil Service Agency was held on Wednesday, October 12, 2016, in the Conference Room of the Agency. The meeting was called to order by Hon. Othello K. Weh, Deputy Director General for Administration @ 2:18 pm.

| UPDATES                              | ACTION   | RESPONSIBLE PERSON/DIRECTORATE      | TIMELINE                              |
|--------------------------------------|--|-------------------------------------|---------------------------------------|
| <b>2016 Work Plan Implementation</b> | <ul style="list-style-type: none"> <li>• George Wah reported on implementation from all directorates</li> <li>• Weekly meetings and monthly reports to be prioritized by directorates</li> <li>• Directorates to hold meetings between Thursday and Monday</li> </ul>  | <b>HRMIS &amp; ALL DIRECTORATES</b> | Update by next meeting date – Oct 19. |
| <b>Test development</b>              | <ul style="list-style-type: none"> <li>▪ Retta Vincent – process of automating 85 tests ongoing</li> <li>▪ Team has been selected to review the tests</li> <li>▪ Training supplies (stabilizer, extension cords) to be provided to facilitate training</li> <li>▪ Staff of testing unit to be reshuffled to prior to training</li> </ul>               | <b>ESD, CSRD, GAFD</b>              | Update by next meeting date – Oct 19. |
| <b>One employee one file</b>         | <ul style="list-style-type: none"> <li>▪ Retta Vincent – team preparing to go into field again to complete balance 16%.</li> <li>▪ Completed are MICAT, MFDP, MFA, MOJ</li> <li>▪ MOE central &amp; MOH completed except for return PAN copies</li> <li>▪ CSA to ensure standard format and features for attestation and employment letters</li> </ul> | <b>ESD and committee</b>            | Update by next meeting date – Oct 19. |

|                               |   |             |                                       |
|-------------------------------|---|-------------|---------------------------------------|
|                               |   |             |                                       |
| <b>PMS Mid-year review</b>    | <ul style="list-style-type: none"> <li>• Dorothy Kiepeeh – MICAT has completed and submitted its report</li> <li>• 8 institutions doing mid-year review</li> </ul>          | <b>MSD</b>  | Update by next meeting date – Oct 19. |
| <b>Capacity Building Plan</b> | <ul style="list-style-type: none"> <li>• Denise Suah – two concepts notes to be submitted to CSRD by COB for security training and training of trainers workshop</li> </ul> | <b>CMTD</b> | To be arranged                        |
|                               | •   |             |                                       |
| <b>AOB</b>                    |   |             |                                       |

**ATTENDANCE**

| NO | PRESENT             |    | EXCUSED               |
|----|---------------------|----|-----------------------|
| 1  | Hon. Othello K. Weh | 1. | Charlesetta H. Peters |
| 2  | Ignatius Geegbae    |    |                       |
| 3  | Dorothy Kiepeeh     |    |                       |
| 4  | Saah Nyuma          |    |                       |
| 5  | Sonkarlay Weamie    |    |                       |
| 6  | Anthony Selmah      |    |                       |
| 7  | Denise Suah         |    |                       |
| 8  | Alfred Drosaye      |    |                       |
| 9  | Daniel Poawalio     |    |                       |
| 10 | Retta Vincent       |    |                       |
| 11 | George Wilson       |    |                       |
| 12 | George Wah          |    |                       |
| 13 | Kormassah Sherman   |    |                       |
| 14 | Patience C. Beyan   |    |                       |
| 15 | Augustus Kamara     |    |                       |
| 16 | Darlington Smith    |    |                       |
| 17 | Henry Bedell        |    |                       |
| 18 | James Kannehson     |    |                       |