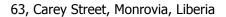


Republic of Liberia







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
2016 Work Plan Implementation	 George Wah reported on implementation from all directorates Weekly meetings and monthly reports to be prioritized by directorates Directorates to hold meetings between Thursday and Monday 	HRMIS & ALL DIRECTORATES	Update by next meeting date – Oct 19.
Test development	 Retta Vincent – process of automating 85 tests ongoing Team has been selected to review the tests Training supplies (stabilizer, extension cords) to be provided to facilitate training Staff of testing unit to be reshuffled to prior to training 	ESD, CSRD, GAFD	Update by next meeting date – Oct 19.
One employee one file	 Retta Vincent – team prepari9ng to go into field again to complete balance 16%. Completed are MICAT, MFDP, MFA, MOJ MOE central & MOH completed except for return PAN copies CSA to ensure standard format and features for attestation and employment letters 	ESD and committee	Update by next meeting date – Oct 19.

PMS Mid-year review	 Dorothy Kiepeeh – MICAT has completed and submitted its report 8 institutions doing mid-year review 	MSD	Update by next meeting date – Oct 19.
Capacity Building Plan	Denise Suah – two concepts notes to be submitted to CSRD by COB for security training and training of trainers workshop	CMTD	To be arranged
AOB	•		

ATTENDANCE

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