



Republic of Liberia
Civil Service Agency
63, Carey Street, Monrovia, Liberia



IRC MEETING MINUTES

Agenda

1. Prayer
2. Update on 2016 Work Plan Implementation
3. Update on Test Development (ESD & Committee)
4. Update on one employee one file (ESD)
5. Update on 2016 PMS Mid-year review
6. Update on capacity building plans
7. Update on HRMIS (equipment testing, online reg. rec. mang)
8. Others

Attendance

1. Othello K. Weh
2. George Wilson
3. Anthony Selmah
4. Retta Vincent
5. Isaac Gorvego
6. Ignatius Geegbae
7. Sonkarlay Weamie
8. Patience C. Beyan
9. Seh Brown
10. Claudius Broderick

The regular Internal Reform Committee meeting of the Civil Service Agency was held on Wednesday, Sept. 14, 2016, in the Conference Room of the Agency. The meeting was called to order by Hon. Othello K. Weh, Deputy Director General Administration @ 2:24 p.m. Opening prayers were said by Mr. Ignatius Geegbae, and welcome remarks were said by the chair.

| UPDATES | ACTION | RESPONSIBLE PERSON/DIRECTORATE | TIMELINE |
|-------------------------------|--|--------------------------------------|----------------------------------|
| 2016 Work plan implementation | Mr. Isaac Govergo provided a matrix showing the levels of completion on the work plan of the various directorates' activities. | PPM&E and all directorates concerned | Weekly and monthly Continuous |

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| | The matrix reflected that some directorates had not implemented their deliverables within the specified timeframe especially monthly reports, while others made some progress. Some directorates include ESD, PBP, HRMIS, GAFD, CMTD, RODD, PPM&E, CSRD, and MSD. Please see report. | | |
| Test Development | <ul style="list-style-type: none"> Mrs. Vincent reported that the test demo had been seen and ESD is charged with the task of monitoring the consultants on their deliverables. Mr. Sonkarlay Weamie, Dep Dir. IT is working along with ESD to have relevant personnel trained in excel and access. Names of trainees to be submitted to Hon. Weh which will supersede the ongoing general training. Need to meet to discuss the test run, minimum scores, etc, asap | ESD, IT | Progress report in next IRC meeting, September 21 |
| One Employee one file | <ul style="list-style-type: none"> Concept note and budget ready for continuation of the exercise. Another meeting set for Friday September 16 to conclude | CSRD & ESD | Progress report in next IRC meeting, September 21 |
| 2016 PMS Mid-year review | <ul style="list-style-type: none"> Geegbae – training for all participating MACs done except MOH with emphasis on the Malaria Control Division. Need support from HR of MOH to have same implemented. Upcoming meeting with MOFA (Thursday) to ascertain their level of completion. Other non-participating MACs including MCSS and MOL were also involved in the process, had invited the CSA to review their work progress. | MSD | Progress report in next IRC meeting, September 21 |
| Capacity Building Plan | <ul style="list-style-type: none"> Claudius – Microsoft training ongoing but will be suspended due to the training for the testing staff. Need to do a workshop on team building for senior staff. | CMTD | Training ongoing and no timeframe set for team building workshop |
| HRMIS | <ul style="list-style-type: none"> Sonkarlay – training on the use of the halo gram began on Tuesday including practical and theory for ten staffers, and should last for one month. | HRMIS, IT, CSRD, Consultants | No timeline announced |

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| | <ul style="list-style-type: none"> • Need for collaboration with consultants and CSRD to fast track the training for staff | | |
| AOB | | | |
| Newsletter | <ul style="list-style-type: none"> • Selmah – the newsletter will be ready on Thursday September 15th. • Need permission to use portion of the bulletin board to post pictures from PSMP activities, since it was downstairs and available to the public. Said request was granted by the chair. | Communications Consultant | Before next meeting date |
| Help Desk | <ul style="list-style-type: none"> • Seh Brown – training was conducted for a help desk and needed to know the status. The chair informed him and body that said help desk was already functional but due to space, the personnel was presently being hosted in the IT office. (Acquay Kollie) | | |