



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
 - f) Communications
4. AOB
5. Closing prayer-----

The regular IRC meeting of the Civil Service Agency was held on Wednesday, September 21, 2016, in the Conference Room of the Agency. The meeting was called to order by Hon. Othello K. Weh, Deputy Director General for Administration @ 2:31 pm.

UPDATES	ACTION	RESPONSIBLE PERSON/DIRECTORATE	TIMELINE
<p>Records Management (equipment testing, online registration)</p>	<ul style="list-style-type: none"> • Alexander Bassey said action plan was rollout during the past week for Records Management. • PSI provided password for software and not the server, working with them to provide same in collaboration with Sonkarlay. • Bassey, Gloria Doe Kulah, Sonkarlay to meet with Hon. Weh after meeting to finalize • Eqpt. testing, M-Tosh received partial payment and had sent for the balance halo gram. Training was completed awaiting halo gram and testing. 	<p style="text-align: center;">HRMIS & IT</p>	<p>Update by next meeting date – Sept 29.</p>
<p>Test development</p>	<ul style="list-style-type: none"> ▪ Sonkarlay, training list had been prepared and will be conducted in the coming week. Training will prepare participants to be learn the usage and management of the testing software. 	<p style="text-align: center;">ESD and IT</p>	<p>Update by next meeting date – Sept 29.</p>
<p>One employee one file</p>	<ul style="list-style-type: none"> ▪ Drosaye stressed the need to critically review the budget items for the second phase line by line since it appears a little higher than the first phase. Will be meeting with Mrs. Vincent to that effect. ▪ Govergo clarified that first phase did not provide most of the materials for the MACs which explains why the budget for second phase may be higher. ▪ Hon. Weh urged CSRD to engage the MACs to ensure that cabinets and other equipment 	<p style="text-align: center;">ESD and committee</p>	<p>Update by next meeting date – Sept 29.</p>

	delivered are being used for the intended purpose.		
PMS Mid-year review	<ul style="list-style-type: none"> • CSA – Rev. Wade reported that all the files were in and needed to be verified to confirm that the right documents are therein. • MACs – Geegbae reported that the process was ongoing and there were challenges with the MOH and might not be completed until early October. The HR was encouraged to drive the process, • The draft for the reward policy was developed and sent to members of senior staff for input, though nobody could confirm receiving same. 	HR Unit and MSD	Next meeting
Capacity Building Plan	<ul style="list-style-type: none"> • Denise Suah – the Microsoft training had ended and there was a need to do same for another batch, especially those employees who were not involved in the first batch. • Proposal for security training will be submitted to CSRD for funding. 	CMTD	To be arranged
Communications	<ul style="list-style-type: none"> • Mr. Selmah – the quarterly magazine was out and Hon. Weh requested that the next edition should feature the president and vice president. • He assured management that he will engage vendor (Bright PSI), to provide the passwords for the technical manual of the Records Management contract. 	Communications Consultant	No timeline announced
AOB			

ATTENDANCE

NO	PRESENT		
1	Hon. Othello K. Weh		
2	Ignatius Geegbae		
3	Reginald Wade		
4	Isaac Govergo		
5	Sonkarlay Weamie		
6	Anthony Selmah		
7	Denise Suah		
8	Alfred Drosaye		
9	Gloria Doe-Kulah		
10	Alexander Bassey		
11	George Wilson		