

July- September 2015

SUMMARY OF IRC MEETINGS

In continuation of its mandate to meet Wednesday of every week, the IRC has been meeting to review the implementation of various components of the CSA reform under the IRC Work Plan. Members of the Committee provide updates on the progress and challenges in the implementation of the tasks under their jurisdictions in the Work Plan.

IRC Proceedings

Below are updates and decisions on key activities in the Work Plan for the months of July to September 2015.

- The first quarter evaluation of the Performance Management System (PMS) was conducted for staff and the next quarter planning was in process.
- PPM&E Directorate provided updates on the approval of the ToR for the consultant who will be hired to develop the CSA Operational Manual.
- In the implementation of the Training Needs Assessments, vendors have been identified to provide needed trainings.
- USAID-GEMS and CSA completed the development of the CSA Strategic Plan for 2015-2018.
- ToR for consultancy to revise CSA Test was circulated for inputs and subsequently approved after it was reviewed by the Director-General and No-Objection obtained from the World Bank.
- USAID-GEMS and CSA developed a draft Service Charter for CSA for review and validation.
- The Assistant HR Director reported that all Appointment Letters have been issued to CSA employees.
- Job Descriptions exercise has been ongoing and drafts forwarded to several ministries and agencies for validation.

- According to Career Management and Training Directorate (CMTD)/ CSRD, the ToR for Policy on Training & Career Management Consultant has been completed and the recruitment process is under way.
- Professional Services Incorporated (PSI) was hired to design the Records Management System at the CSA.
- PSI, in collaboration with HRMIS, trained the relevant CSA staff during September to manage the Records Information Management System.
- The Gender Focal staff in CMTD collected and distributed the Gender Policy from the Ministry of Gender, Children and Social Protection. CSA has 57 female staff out of 169.
- Employment Services Directorate (ESD) distributed a revised PAN Process checklist for review and comments by directorates.
- The CSA Strategic Work plan needs to be integrated with the ongoing PSA work plan and implemented.
- The provision of technical support for the development of intranet service report was submitted by USAID-GEMS.
- The Technical Assistant to the Director General is to provide the Director General with hard copies of IRC Meeting Minutes for advice and guidance to the IRC