

**MAY-JUNE 2015**

## **INTERNAL REFORM COMMITTEE (IRC) BULLETIN SUMMARY**

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 IRC Work Plan. Members of the Committee provide updates on the progress and challenges in the implementation of their tasks under the Work Plan.

### **IRC Proceedings**

Below are updates and decisions on key activities in the Work Plan for the months of May and June 2015.

- Heads of directorates are to work in their thematic areas as specified in the IRC WorkPlan.
- Suggestion boxes are available at the Biometric Center and at the CSA main office building for staff input on the CSA reforms.
- USAID-GEMS IT team is working with General Administration and Finance Directorate (GAFD) to identify the needs of the CSA IT to make it more effective.
- USAID-GEMS has begun the preparation of the Three year CSA Strategic Plan. Directorates are asked to cooperate and provide input in the exercise and to complete the template provided at the validation workshop.
- CSA should develop a user-friendly simplified booklet of all HR manuals.
- Career Management and Training Directorate (CMTD)isto prepare a training and competency building plan based on the TNA conducted.

- Employment Services (ESD) is to take the lead in reviewing the current PAN process for efficient service.
- CSA Advisor has developed a reporting Monitoring Framework for the IRC WorkPlan. All IRC members are asked to note the timelines for their activities for compliance.
- The Performance Management System (PMS) is being rolled out in CSA following several workshops of staff awareness programs to familiarize all staff on the system. This is an important exercise and all timelines should be observed by directorates.
- CMTD is to synchronize the training plan so as to access available funding for training.
- USAID-GEMS has provided to GAFD the Assets Management specs for tracking (registering) CSA assets.
- All scheduled meetings (internally) should be cleared by GAFD. Directorates are to plan with GAFD in scheduling meetings.
- USAID-GEMS, in collaboration with CSA, organized a 3-day workshop at LIPA for HR Directors on PMS.
- CSA Assistant HR Director, in collaboration with the Management Services Directorate (MSD), conducted PMS training for supervisors within the CSA.
- Draft ToR for consultancy to develop an Operational Manual for CSA was circulated to IRC members for inputs.
- HRM/Personnel informed the IRC that 85% of all Job Descriptions for CSA positions is complete.
- The Senior Career Training Officer was nominated as the Gender focal person at the CSA.
- HRMIS Director provided updates on action being taken to start implementation of the CSA components under the Integrated Public Financial Management Reform Project (IPFMRP) managed by the Ministry of Finance Planning and Development (MFDP). The Chairman emphasized the need for early action on the CSA components and regular report on the exercise.

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