

**Civil Service Agency
Internal Reform Commence meeting minutes
September 23, 2015**

The meeting was called to order by the Chairman Hon. Othello K. Weh, and opening prayers were said by Daniel Poawalio.

Hon. Weh gave his usual welcome remarks and provided leadership to the meeting as per his mandate as Deputy Director General for Administration and Chair of the IRC. The updates according to the agenda had a slight revision bringing the fourth update to first, whilst the rest flowed in the order of the agenda.

UPDATES

CSA Service Charter

USAID-GEMS consultant Mr. Jules Sebahize gave a power point presentation on the Service Charter that has been developed for the Agency. The Service Charter catalogues all services of the Agency including delivery time, responsible parties, etc., which serves as a guide and framework, and provides detailed awareness of all services to civil servants and the general public. Hon. Weh instructed Mr. Wilson to arrange for similar presentation to be made in the next senior staff meeting for the benefit of the rest of the Senior Staff. Mr. Seh Brown also suggested that the final copy be shared with all MACs.

CSA PMS

Mrs. Wanneh Clarke Reeves announced that the performance planning for the next quarter was ongoing simultaneously with the evaluation for the previous quarter. She said the completion date was Friday, September 25, 2015, and was available to any directorate in need of help. Mr. Alfred Drosaye announced that he had completed evaluation of all directors with the exception of one, and gave the assurance that this will be completed before the next meeting.

TNA & CAPACITY BUILDING

Mrs. Reeves informed the body that the needs assessment had been done. Mrs. Dorothy Kiepeeh also submitted a draft copy of the capacity assessment plan, and said that the final one will be submitted in the next meeting.

TESTING CONSULTANT

Mr. Alfred Drosaye informed the body that the approved TOR for the consultant had since been reviewed by the Director General, and same turned over to Ms. Patience Coleman for onward submission to the World Bank. Hon. Weh further buttressed that the WB had already given the 'no objection' and the TOR was now being sent for advertisement.

CSA'S APPOINTMENT LETTERS

Mr. Drosaye reported that according to Rev. Reginald Wade, up to 90% of the work had been done. Hon. Weh instructed Messrs.' Wilson, Drosaye and Bassey to work along with Rev. Wade to ensure that a 100% completion is achieved before the next meeting.

SUPPLEMENTARY PAYROLL AND PENSION (PILLAR 3)

Hon. Weh expressed concern over the fast growth of the pension payroll from 5,000 to 16,000 in just a few years. He said he had not seen any evidence of deletions over the years, but Mr. Drosaye responded that there have been deletions. Several comments were exchanged examining reasons why the growth seemed to be out of proportion, including the lack of a monitoring framework, effects of the reform, etc. Jules and Mashuk both recommended the deployment of a computer software that will track and inform users of the system on all activities and actions to be taken at any given time on the payroll. This will cut off the manual work which usual leads to errors.

Steve Joejoe informed the body that many of the beneficiaries were bed-ridden and also announced that Mr. Bernard Jappah of RCU, MFDP advised to do a proposal for funding for the supplementary payroll cleanup. Meanwhile there is a need to decide between support for the supplementary payroll closure and the pension cleanup. Hon. Weh then advised that there was a need to do a presentation to the budget planning meeting for funding to be sourced in the next fiscal year budget.

JOB DESCRIPTION EXERCISE

Mr. Drosaye informed the body that there were few outstanding positions (approximately 10), that were incomplete, but Mr. Paul Nartey was working toward completing same. Messrs. Drosaye and Wilson were asked to ensure the completion by next meeting.

Meeting adjourned with closing prayers said by Ms. Gloria Doe.

Those present are seen below:

NAMES

Hon. Othello K. Weh
Kormassah Sherman
Gloria Doe
Alexander Bassey
Mashuk Shah
George Wah
Seh Morris Brown
Wanneh Clarke Reeves
Alfred Drosaye
Steve Jojo
Daniel Poawalio
George Wilson
Dorothy Kiepeeh
Jules Sebahize

POSITIONS

Deputy Director Gen for Administration
Acting Controller
Asst. Director, Personnel Records Management
Deputy Director, Biometrics
USAID GEMS Consultant
Director, M&E
Technical Assistant to Director General
Deputy Director General for HRM and Policy
Principal Administrative Officer
HRMIS
Director, Rural Outreach/Decentralization
Director, General Administration and Finance
Director, Management Services Directorate
USAID GEMS Consultant

Recorded by George Wilson