

MINUTES

Steering Committee Meeting

For the Project "Good Governance through Civil Service Reform"

3 August 2012, Office of Civil Service Commission

Objective of the meeting:

- To review progress of the project against the approved annual work plan for 2012;
- To review financial situation and discuss new potential project with EU.

Participants:

Mr. Bahram Khalilov, Project Director, Chairman, Civil Service Commission

Mrs. Nato Alhazishvili, Deputy Resident Representative, UNDP

Mr. Azer Bayramov, Project Manager, Civil Service Reform

Mr. Shamil Rzayev, Programme Adviser UNDP

Agenda:

1. Presentation of the Annual Project Progress Report – presentation by Project Manager
2. Issues to be discussed

Summary of discussions and decisions:

1. The Project Manager presented Mid Term Project Progress Report. Specifically, the following was achieved by the project until August 2012:

- Announcement of the vacant civil service positions was organized;
- CSC staff members has attended different international events;
- CSC delegation visited different countries for establishment of bilateral cooperation and receiving their representatives in Azerbaijan (Hungary, Turkey, China).
- Training on Law on Ethical Behavior Rules for ethic commissioners is delivered by national experts;
- Training modules on implementation of Law of Ethical Behavior and reference materials has been developed developed for civil servants on central level;

Following activities are planned by the end of December 2012:

- Organization of the training to the civil servants at central level on performance appraisal mechanism;
- Development of the manual on performance appraisal mechanism;
- Development of the video guide on performance appraisal mechanism;

Steering Committee endorsed the report of the Project Manager.

2. Chairman of the CSC has informed meeting participants that on within the Institutional Reform Plan that is UE's common platform for earmarking national resources and resources from other donors who support the objectives of the Comprehensive Institution-Building (CIB) programme of the Eastern Partnership (CIB).

The Institutional Reform Plans focus on the key reform areas: IRP1 – trade & economic cooperation, IRP2 – justice & migration and IRP3 – training of civil servants to support crosscutting strengthening of human capacities across the relevant institutions.

Chairman informed that EU is planning to announce Call for Proposals under IRP 3 on the establishment of the training centre for civil servants. He invited UNDP to take a part jointly with Civil Service Commission in Call for Proposals.

Nato Alhazishvili supported Chairman stating the component on training of civil servants was always in focus within the joint project between UNDP and Civil Service Commission and establishment of the training centre was one of the unfunded components of the previous phase of the project. She noted that UNDP is interested in supporting the Civil Service Commission in establishing this Training Centre through IRP3.

Ms. Alhazishvili also noted that under Call for Proposals announced by EU there is always requirement of matching fund provided by applicants. In this regard she suggested that current project between Civil Service Commission and UNDP should make an efforts for cost savings. Funds saved in the project could be used as co-financing for EU Call for Proposals.

Mr. Khalilov fully supported the proposal of UNDP on cost savings.

Approved by UNDP:

Nato Alhazishvili

Deputy Resident Representative

Approved by the Civil Service Commission



Bahram Khalilov

Chairman