

**GOOD GOVERNANCE THROUGH CIVIL SERVICE REFORMS
(PHASE III)**

LOCAL PROJECT APPRAISAL COMMITTEE MEETING

MINUTES

Date: 26/12/2011

Venue: UNDP Country Office

Chair: Jamila Ibrahimova, Assistant Resident Representative, UNDP

Participants: Mr. Vilayat Huseynov, Head of Office Civil Service Commission
Ms. Jamila Ibrahimova, Assistant Resident Representative
Mr. Shamil Rzayev, Senior Programme Adviser
Mr. Elnur Khalilov, Programme Adviser
Mr. Nadir Guluzadeh, Programme Adviser
Mr. Chingiz Mammadov, Senior Programme Adviser
Ms. Leyla Fathi, Programme Adviser
Mr. Azer Bayramov, Project Manager, UNDP

Project Presenter: Mr. Azer Bayramov, Project Manager, UNDP

1. Introduction

Mr. Azer Bayramov opened the meeting by welcoming Mr. Vilayat Huseynov and introducing the participants. The purpose of the meeting was to review and discuss the project document of the "Good Governance through Civil Service Reform" project (Phase III). The Government counterpart for the project is the Civil Service Commission under the President of the Republic of Azerbaijan (CSC). The project is funded by UNDP and CSC.

2. Presentation of the project

Mr. Azer Bayramov, Project Manager of Civil Service Reform project, made presentation of the Phase III of "Good Governance through Civil Service Reform" project covering the project background, goals and expected deliverables. He noted that the major goal of the project is to increase the capacity of Civil Service Commission under the President of the Republic of Azerbaijan and civil servants from state institutions to implement the ethics conduct rules and performance appraisal system. His presentation outlined the main objectives, project outputs, activities and risks, as well as project governance arrangements and financial information.

3. Summary of discussions

After Mr. Bayramov's presentation, the floor was opened for discussions:

1. Ms. Jamila Ibrahimova thanked Mr. Azer Bayramov for the presentation and asked the participants to be active in expressing their views regarding the objectives and implementation approach applied within the project.
2. Mr. Vilayat Huseynov congratulated and thanked UNDP for finalizing the Project Document for Project Phase III. He noted that the Project Document was a valuable document as it aimed to positively impact a great number of beneficiaries, aside from marking the third phase of 5-year collaboration between CSC and UNDP, and that the project would make substantive contribution to the implementation of UNDAF, MDG and Millennium Declaration, Mr. Mammadov mentioned that when the project was first elaborated in 2006, each of the activities planned for implementation was perceived as a risk.

Mr. Huseynov also listed a number of achievements during the past years of joint UNDP and CSC collaboration, such as the organization of the merit based competitive exams, improvement of the civil service legislation, development of the Ethic Conduct Rules, establishment of the performance appraisal mechanism, mainstreaming gender into civil service; capacity building of CSC staff and civil servants from other state agencies, and organization of the regional trainings.

Mr. Huseynov assured that this Project would receive the attention and priority it deserves and would be followed through by the CSC, since thousands of citizens would benefit from services made available through such Projects. Mr. Huseynov thanked UNDP staff on behalf of the CSC Chairman, and expressed his belief that more successes of this Project would be witnessed soon.

3. Ms. Jamila Ibrahimova provided recommendation to the Civil Service Commission to take the lead in coordination of activities of various projects with international organizations implemented jointly with Commission. She in particular mentioned GIZ project with Civil Service Commission and stressed the importance of coordination to avoid the duplication of activities.
4. At the end Ms. Jamila Ibrahimova thanked for all the comments and recommended the Project Document approval, on behalf of LPAC.

Mr. Vilayat Huseynov complimented UNDP staff for all the good work and expressed his belief that the efforts of UNDP colleagues will keep to bring the positive results.

4. Follow-up Actions

No follow up actions were suggested

5. Decision

The LPAC members decided:

1. To approve the Project Document on the Phase III of "Good Governance through Civil Service Reform" project.

Prepared by: 
Shamil Rzayev, UNDP

Certified by: 
Jamila Ibrahimova, ARR, UNDP

Approval/Comments by UNDP Resident Representative:


Ms. Nato Alhazishvili, Resident Representative a.i.