**Minutes of Output Board meeting on Public Administration Responsiveness in Pillar three**

Date: 4 September, 2013

Venue: Naypyitaw, UNDP Office

Time: 10:00 am to 11:30am

***Objective***

As per the TOR of the Output boards in UNDP Country Programme governance structure, the first Output Board Meeting is intended to review the progress report (Jan. to June 2013) against AWP and revised AWP.

***Meeting Participants***

Chairs of the meeting: Mr. Daniel Kostzer, Senior Economist, UNDP

Members:

Government: U Wai Myint, Director General, Union Civil Service Board

U Zaw Zaw, Deputy Director General, Union Civil Service Board

U Myo Lwin, Director, Union Civil Service Board

Daw Yin Yin Thet, Director, FERD, MNPED

Development Partners: Ms. Silvia, EU

UNDP: Daw Thin Thin Aung, Program Analyst

U Myint Thu, Program Associate

Thet Mon Soe, Program Associate

Documents:

* Agenda
* TOR of Output Board
* UNDP program brief
* Progress Report (draft) of Public Administration Responsiveness program in Pillar 3 (January – June 2013)

Absent: General Administration Department; President Office

***Key Discussion Points***

Daw Thin Thin Aung presented progress of Public Administration Responsiveness component and planned activities till December 2013.

U Wai Myint, DG, UCSB

UCSB satisfied assistant from UNDP for these achievement done by UCSB especially TOT of ASEAN Conference Civil Service Matters (ACCSM) which is permanent theme of ASEAN Resource Center (ARC) of ACCSM. UCSB is focal of ARC of ACCSM Myanmar to take a lead in TOT for the all ASEAN countries. UNDP supported this TOT of ACCSM and Cambodia, Laos, Vietnam and Myanmar attended in June 2013. He mentioned that we can say this was great achievement of Myanmar. UCSB will orgnaise a meeting for support for Second batch Senior Management course and Top level management course in 2014. UCSB requested UNDP to support 1) study tour for Top level management course link with leadership program in the Public Administration component of UNDP program and, 2) technical support for second batch Senior Management course since it is extended from four weeks to six weeks guided by the President.

Pyone, DIFD: it is activity based, in future, it should be qualitative and focus on outcome level that they can see improvement and changes of the program.

Ms. Silvia, EU

She asked if capacity assessment of Union Civil Service Board (UCSB) and Civil Service Training Institutes could available. Daw Thin Thin Aung replied briefly the capacity assessment is examines available physical and institutional capacities that support training delivery and it may be shared after senior management finalized.

Daw Yin Yin Thet, FERD

She suggested sharing all documents to FERD since they are coordinating role and they need to get information, data etc.

Guide to Government

UCSB recommended that according to concept note, Guide to Government (G2G) is important for civil service reform. Not only UCSB but also Ministry of National Planning and Economic Development, President Office, Ministry of Information, Ministry of Home Affairs are also important role and they all should involve this process of development. It is needed a focal to consolidate the all information and data so that UCSB suggested to discuss with U Hla Tun who is chair of Public Administration Sector Working Group to assign as a focal and his approval. Ms. Silvia mentioned that EU, WB, UNDP and ADB and other donors are interesting this development of Guide to Government. This G2G is referring Afghanistan’s Guide book. EU and UNDP will discuss with U Hla Tun on 20th meeting of SWG. Daw Yin Yin Thet suggested to link with Aid Coordination Team in their FERD office since this G2G will be supported by EU, and other donors for PAR SWG.

Other comments:

Ms. Silvia suggested UCSB to invite all DPs for 14 October meeting since they can contribute some assistant such as technical assistant, financial support and they can also avoid overlap activities.