

Monitoring Visit-Report

IWRM project

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Human Resources Unit

I (Ugiloy Juraboeva) visited IWRM project on July 25 for monitoring visit from HR side. I talked with all personnel but Malika Ikramova. She was on annual leave.

All staff members are satisfied with job places and no concerns were raised from their side except one issue where many of them were worried about it. This concern was related to tax payments to the Government from SC holder sides.

Nazira Abdullaeva, AFA, showed her filing system, where all HR related documents were filled accordingly. They have hard copy filing till January 2012. From 2012 they file all documents in a scanned version. Moreover, we went through Sharepoint and I have noticed that AFA doesn't have access to the Roster.

Many of them passed mandatory courses accordingly, but some of them are expired. It is remarkable that 4 staff members out of 5 have current English courses. Moreover, they completed their plan for 2014-2015.

All leave reports are submitted on time from Nazira's side.

Recommendations from HR:

1. Open access to LMS for Gaukhar Khudaybergenova
2. Pass all mandatory courses
3. 4 personnel need to undergo medical examination
4. Get access in consultation with IT unit to the roster

Mandatory Courses

#	Name of the courses	Ulugbek Islamov	Malika Ikramova	Nazira Abdullaeva	Gaukhar Kудaybergenova	Alaviddin Khamzaev
1	Basic Security in the field	-	-	12.08.2014	-	-
2	Advanced Security in the field	20/2/14	19/2/14	20/2/14	-	18/2/14
3	The Gender Journey: Thinking outside of the box	3/12/12	15/5/13	17/7/13	-	-

4	UN Programme on the Prevention of Harassment and Abuse of Authority	12/1/11	8/5/13	16/7/13	-	-
5	Ethics Training	15/8/13	17/5/13	16/7/13	-	-
6	UNDP Legal Framework: What every staff should know	19/12/11	31/12/13	-	-	-

Additional Learning activities

Ulugbek Islamov	Malika Ikramova	Nazira Abdullaeva	Gaukhar Kудaybergenova	Alaviddin Khamzaev
English course (2014)	English course (2014)	Effective inter gender relationships (16/7/13)	English course (2014)	English course (2013) English courses (2014)
Study tour to Australia (2012)	Natural resources and Conflict prevention (2013)	-	-	-

Medical Check

Ulugbek Islamov	Malika Ikramova	Nazira Abdullaeva	Gaukhar Kудaybergenova	Alaviddin Khamzaev
15/9/09	1/3/11	12/3/10	7/4/14	6/4/10

Do you have other job place?

Ulugbek Islamov	Malika Ikramova	Nazira Abdullaeva	Gaukhar Kудaybergenova	Alaviddin Khamzaev
No	No	No	No	No

Overtime:

Ulugbek Islamov	Malika Ikramova	Nazira Abdullaeva	Gaukhar Kудaybergenova	Alaviddin Khamzaev
Not eligible	Not eligible	Not eligible	Not eligible	Eligible, but never got any overtime

Performance Bonus:

Ulugbek Islamov	Malika Ikramova	Nazira Abdullaeva	Gaukhar Kudaybergenova	Alaviddin Khamzaev
2013 – 3%	2013 – 3%	2013 – 3%	N/A	2013 – 3%
2014 – 3%	-	2014 – 3%	N/A	-

Medical Insurance Dependents

Ulugbek Islamov	Malika Ikramova	Nazira Abdullaeva	Gaukhar Kudaybergenova	Alaviddin Khamzaev
No	No	No	No	No

Absence without Remuneration

Ulugbek Islamov	Malika Ikramova	Nazira Abdullaeva	Gaukhar Kudaybergenova	Alaviddin Khamzaev
No	No	No	No	No

Have you completed performance planning for 2014-2015?

Ulugbek Islamov	Malika Ikramova	Nazira Abdullaeva	Gaukhar Kudaybergenova	Alaviddin Khamzaev
Yes	Yes	Yes	Yes	Yes

Leave reports:

HR note: all leaves are submitted on time.