

**Minutes of the meeting with the Governorate officials of Basra province**  
**on**  
**Establishment & Operationalization of Provincial Civil Service Commission (PCSC)**

**Location: Office of the Governor, Basra Province, Basra**

**Date: Nov.1, 2011**

**Time: 9:30 – 11:00 a.m.**

**Present in the meeting**

**Office of the Governor, Basra Province**

1. Mr. Ali Hussain Aziz, Deputy Governor (Administrative Affairs)
2. Mr. Mohammad Abdul Rahim, Deputy Governor (Financial Affairs)
3. Ms. Kifah, HR Manager
4. Mr. Haider Abdul Hassan, Head of Training & Development Section
5. Mr. Narsi H. Obied, Communication Administrator

**USAID-MSI**

1. Mr. Rajeev Kumar Goel, Senior Civil Service Management Specialist
2. Dr. Ali Abdul ameer Sajet, Senior Civil Service Adviser
3. Ms. Fatima Al-Shawi, Senior Civil Service Adviser

**Introduction**

1. Introduced the USAID/ TARABOT team to all meeting participants;
2. Explained the USAID/ TARABOT project;
3. Explained the role of USAID/ TARABOT staff in respect of establishment and operationalization of provincial civil service commission (PCSC);
  - As the federal system is new to Iraq, no institutional structure exists for management of provincial civil servants, at present;
  - FCSC law (# 4 of 2009) broadly defines function, structure, roles and responsibilities of FCSC. However, it does not specify these attributes regarding PCSCs, nor does it elaborate on the methodology of civil service management in the provinces;
  - The reporting relationship of PCSC to Provincial Council, Governor's Office and FCSC is also not defined;
  - Therefore, we have to evolve a framework for the civil service management in provinces, based on the legal provisions.

## **Key Points of Meeting**

### **Challenges in provincial civil service management**

1. Absence of division of responsibility in respect of civil service of federal government and provincial government;
2. Lack of clarity over policy coordination at the federal government and at provincial government concerning civil service management;
3. Lack of clarity regarding lines of authority and organisational ties between FCSC and PCSCs;
4. Lack of clarity regarding establishing and strengthening civil service management system in provinces;
5. Absence of a framework for establishing PCSCs.

### **Agreed**

1. The USAID/TARABOT Civil Service Management advisor will work closely with the Governor office for establishment and operationalization of provincial civil service commission (PCSC).
2. The advice and support given by the USAID/TARABOT staff will be guided by the Civil Service Law, Federal Civil Service Commission Law, and the requirement for recruitment, transfer and promotion to be based on merit.
3. The USAID/TARABOT staff will meet periodically with the officials of the Governor office to review and advice on the progress in establishment and operationalization of provincial civil service commission (PCSC).
4. It will assist in defining PCSC's jurisdiction, mandate, function, organization structure, staffing-needs, internal rules, operating procedures and their relationship with the Federal Civil Service Commission (FCSC).
5. It will also assist in defining the reporting relationship between the PCSC and other provincial entities- Provincial Council, Governor's Office and, provincial offices.

### **Next meeting**

The next meeting will be organized in November 2011, with the representatives of all provinces to deliberate on a framework to establish and operationalize Provincial Civil Service Commissions (PCSCs) in each province. A proposal to this effect is already at an advance stage of consideration of COMSEC.

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**Minutes of the meeting with the Governorate officials of Basra province**  
**on**  
**Establishment & Operationalization of Provincial Civil Service Commission (PCSC)**

**Location: Office of the Provincial Council, Basra Province, Basra**

**Date: Nov.1, 2011**

**Time: 14:30 – 16:30 hrs.**

**Present in the meeting**

**Office of the Provincial Council, Basra Province**

1. Mr. Ahmed Ali Sulaity, Deputy Chairperson, Basra Provincial Council

**USAID-MSI**

1. Mr. Rajeev Kumar Goel, Senior Civil Service Management Specialist
2. Dr. Ali Abdul ameer Sajet, Senior Civil Service Adviser
3. Ms. Fatima Al-Shawi, Senior Civil Service Adviser

**Introduction**

1. Introduced the USAID/ TARABOT team to the Deputy Chairperson, Provincial Council;
2. Explained the USAID/ TARABOT project;
3. Explained the role of USAID/ TARABOT staff in respect of establishment and operationalization of provincial civil service commission (PCSC);
  - As the federal system is new to Iraq, no institutional structure exists for management of provincial civil servants, at present;
  - FCSC law (# 4 of 2009) broadly defines function, structure, roles and responsibilities of FCSC. However, it does not specify these attributes regarding PCSCs, nor does it elaborate on the methodology of civil service management in the provinces;
  - The reporting relationship of PCSC to Provincial Council, Governor's Office and FCSC is also not defined;
  - Therefore, we have to evolve a framework for the civil service management in provinces, based on the legal provisions.

**Key Points of Meeting**

**Challenges in provincial civil service management**

1. Absence of division of responsibility in respect of civil service of federal government and provincial government;
2. Lack of clarity over policy coordination at the federal government and at provincial government concerning civil service management;

3. Lack of clarity regarding lines of authority and organisational ties between FCSC and PCSCs;
4. Lack of clarity regarding establishing and strengthening civil service management system in provinces;
5. Absence of a framework for establishing PCSCs.

**Agreed**

1. The USAID/TARABOT Civil Service Management advisor will work closely with the Governor office and the Provincial Council for establishment and operationalization of Provincial Civil Service Commission (PCSC).
2. The advice and support given by the USAID/TARABOT staff will be guided by the Civil Service Law, Federal Civil Service Commission Law, and the requirement for recruitment, transfer and promotion to be based on merit.
3. The USAID/TARABOT staff will meet periodically with the officials of the Governor office and the Provincial Council to review and advice on the progress in establishment and operationalization of provincial civil service commission (PCSC).
4. It will assist in defining PCSC's jurisdiction, mandate, function, organization structure, staffing-needs, internal rules, operating procedures and their relationship with the Federal Civil Service Commission (FCSC).
5. It will also assist in defining the reporting relationship between the PCSC and other provincial entities- Provincial Council, Governor's Office and, provincial offices.

**Next meeting**

The next meeting will be organized in the following months, with the representatives of all provincial councils to deliberate on a framework to establish and operationalize Provincial Civil Service Commissions (PCSCs) in each province. A proposal to this effect is already at an advance stage of consideration of COMSEC.

The meeting ended with a vote of thanks to the Deputy Chairperson, Provincial Council.

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**Minutes of the meeting with the officials of Basrah Province**  
**on**  
**Establishment & Operationalization of Provincial Civil Service Commission (PCSC)**

**Location: Basrah Provincial Council, Basra**

**Date: November 11, 2012**

**Time: 12:15 – 14:30 hrs.**

**Present in the meeting**

**Basrah Province Officials**

1. Mr. Ahmed Al-Silaity – Deputy Chairman of Basrah Provincial Council
2. Ms. Basma Dakhil – Head of Legal Committee of Basrah Provincial Council
3. Mr. Waleed Abbas Hamza – Reporter of Basrah Provincial Council
4. Mr. Yehia Salih Ahmed – Member of the Basrah Provincial Council
5. Mr. Sabah Mahir Tahir – Representative from Legal Department of Provincial Council
6. Mr. Fawaz Ahmed Mahmood – Human Resources Manager (Basrah Governorate)
7. Mr. Qasim Ashur Nima – Manager of Training and Development (Basrah Governorate).

**USAID-MSI**

1. Mr. Rajeev Kumar Goel, Senior Civil Service Management Advisor
2. Mr. Anthony Bateman, Senior Human Resources Management Advisor
3. Mr. Abdallah M. Zawaideh, Senior HRMIS Advisor
4. Ms. Safa Agaidey, Civil Service - Senior Civil Service Specialist
5. Ms. Iman Kareem, Provincial Civil Service Specialist

**Introduction**

1. Introduced the USAID/ CSR team to all meeting participants;
2. Explained the role of USAID/ CSR staff in respect of establishment and operationalization of provincial civil service commission (PCSC);
  - As the federal system is new to Iraq, no institutional structure exists for management of provincial civil service management, at present;
  - FCSC law (# 4 of 2009) broadly defines function, structure, roles and responsibilities of FCSC. However, it does not specify these attributes regarding

PCSCs, nor does it elaborate on the methodology of civil service management in provinces;

- The reporting relationship of PCSC to Provincial Council, Governor's Office and FCSC is also not defined;
- Therefore, we have to evolve a consensus on the framework for provincial civil service commission in the province, based on the legal provisions.

### **Key Points of Meeting**

Various issues relating to establishment and operationalization of PCSC have been discussed during the meeting;

1. Tasks required to be accomplished for establishment of a PCSC;
2. Constitution of a Task Force, to establish and operationalize PCSC;
3. Technical assistance to be provided by CSR team in defining PCSC's framework, functions, organization structure, responsibilities of divisions and units, internal rules and standard operating procedures of PCSC- three documents, drafted by the CSR were provided to the officials of Basrah Provincial Council and the Basrah Governorate, for further discussion;
4. Technical assistance, to be provided by the CSR team in defining reporting relationship of PCSC with FCSC as well as provincial entities- Provincial Council, Governor's Office and, provincial offices.
5. Technical assistance, to be provided by CSR team in Implementation of PCSC structure, internal rules and standard operating procedures.

### **Agreed**

1. The provincial officials will review the documents provided by USAID/Tarabot CSR team;
2. USAID/Tarabot CSR team will work closely with the Basrah provincial council for establishment and operationalization of provincial civil service commission (PCSC);
3. The provincial authorities will establish a task force, for discussing the issues relating to establishment of a PCSC;
4. The USAID/CSR team will meet periodically with the officials of task force, to advice on the establishment and operationalization of provincial civil service commission (PCSC);
5. The team will assist the task force in defining a PCSC framework as well as PCSC's jurisdiction, mandate, function, organization structure, staffing-needs, internal rules,

operating procedures and their relationship with Federal Civil Service Commission (FCSC);

6. It will also assist in defining the reporting relationship between PCSC and other provincial entities- Provincial Council, Governor's Office and, provincial offices.
7. Advice and support of the USAID/CSR team will be guided by the federal civil service commission law, draft civil service law, and the merit criterion for recruitment, transfer and promotion.

**Next meeting**

The next meeting will be organized with the members of the task force, after its constitution, to deliberate on a framework to establish and operationalize Provincial Civil Service Commissions (PCSCs) in the province.

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## TARABOT MEETING ASSESSMENT

<b>COMPONENT:</b>	Civil Services Reform <input checked="" type="checkbox"/>	National Policy Management <input type="checkbox"/>	Administration Decentralization <input type="checkbox"/>
<b>DATE OF THE MEETING:</b>	11-Nov-12		
<b>PERSON RESPONSIBLE + CONTACT:</b>	Rajeev K. Goel / rgoel@msi-iraq.com		
<b>LOCATION:</b>			
<b>CITY:</b>	Basrah		
<b>PROVINCE:</b>	Basrah		
<b>REGION:</b>	Basrah		
<b>VENUE:</b>	Basrah Provincial Council		
<b>DURATION (HOURS):</b>	2 Hrs		
<b># ATTENDEES (excluding Tarabot Staff) :</b>	M	6	F 1
<b>TOTAL:</b>	7		
<b>Attendee Organization(s):</b>	Basrah Governorate		
<b>Attendee Titles:</b>	Deputy Chairman of Basrah Provincial Council, Head of the Legal Committee of Provincial Council, Member of the Provincial Council, Reporter of Basrah Provincial Council, Representative from Legal Department of the Provincial Council, Human Resources Manager (Basrah Governorate), Manager of Training and Development (Basrah Governorate).		

<b>Type of Meeting</b>	Introductory <input checked="" type="checkbox"/>	Assessment <input type="checkbox"/>	Action Plan <input type="checkbox"/>	Technical <input type="checkbox"/>	Regular Meeting <input type="checkbox"/>
<b>PURPOSE/AIM OF MEETING:</b>	To introduce a PCSC framework and to propose a task force for establishment of a Provincial Civil Service Commission (PCSC) in Basrah province.				
<b>ISSUES DISCUSSED:</b>	1.PCSC's framework, mandate, functions, organization structure and staffing needs, introduced to the provincial officials. 2. Role and responsibilities of the task force in establishment and operationalization of PCSC in the Basrah Province, discussed.				
<b>ISSUES RESOLVED:</b>	1. PCSC's framework, mandate, functions, organization structure and staffing needs were introduced to provincial officials of Basrah governorate. 2.Consent of the provincial officials was solicited to constitute a taskforce for establishment of PCSC, in Basrah Province..				
<b>NEXT STEPS/GOALS:</b>	1 To assist the task force in defining PCSC's framework, mandate, functions, organization structure and duties and responsibilities of the divisions/units of PCSC. 3. To assist the provincial authorities in establishment and operationalization of PCSC, in Basrah province.				
<b>DATE OF NEXT MEETING:</b>	to be scheduled.				

<b>MEETING SUMMARY:</b>	
<ul style="list-style-type: none"> <li>• What was the meeting objective?               <ul style="list-style-type: none"> <li>o Were you successful in meeting the objective?</li> <li>o Why or why not?</li> </ul> </li> <li>• What questions did attendees pose?               <ul style="list-style-type: none"> <li>o Were some questions unanswered?</li> <li>o Which ones and why?</li> </ul> </li> <li>• Elaborate on all topics:               <ul style="list-style-type: none"> <li>o What was discussed?</li> <li>o What was the significance?</li> <li>o Are there any additional findings?</li> </ul> </li> <li>• Next steps               <ul style="list-style-type: none"> <li>o What are the target activities?</li> <li>o What is the Target Time?</li> <li>o Who is responsible?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The meeting objective was achieved. PCSC's framework, mandate, functions, organization structure and staffing needs were introduced to provincial officials of Basrah governorate. Consent of the officials of Basrah Provincial Council was solicited to constitute a taskforce for establishment of PCSC</li> <li>• There were some questions regarding the constitution and duties and responsibilities of the taskforce. The questions were answered and doubts were clarified.</li> <li>• The PCSC's framework, mandate, functions and structure and the duties and responsibilities of the task force, drafted by the CSR team were presented and the documents provided to the provincial officials for their comments.</li> <li>• The next target activities are : To assist the task force in defining PCSC's framework, mandate, functions, organization structure and duties and responsibilities of the divisions/units of PCSC; To assist the provincial authorities in establishment and operationalization of PCSC, in Basrah province.</li> </ul>

Attendance Sheet with List of Participants attached to this Assessment?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Agenda attached to this assessment?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>