



TO: Rodeina Abdel-Fattah, COTR, USAID
FROM: Rick Huntington, COP
DATE: July 18, 2011
SUBJECT: Iraq Administrative Reform Project - Tarabot
Report for the Period July 1 – 15, 2011

This report summarizes project activities and accomplishments for the period July 1 to 15, 2011. The Monthly Report for July will be submitted on August 4, 2011.

PROGRAM IMPLEMENTATION

Component 1: Civil Service Reform (CSR)

- Senior Civil Service Reform staff are expected to deploy shortly. A key local staff member for this program is in place, maintaining records and contacts with counterparts.

Component 2: National Policy Management (NPM)

- The Team Leader for National Policy Management (Ghougassian) Senior Advisor for Information and Decision Support Center (Walker) and the Executive Officer of the division arrived during this reporting period.
- The senior staff of the NPM component met during this reporting period with the Office of Vice President Tarek Al-Hashemi, the Office of Vice President Adel Abdel Mahdi, and the Presidency Diwan to explain the new Tarabot project, and the planned activities of the NPM component.
- NPM drafted a power-point presentation on the structure, functions, mission statement, and organization of selected countries with an executive office of public policy: USA, Canada, China, Tanzania, Kenya, Malaysia, Egypt, and Australia, and Iraq the last demonstrating a lack of a policy development office.
- Meetings are scheduled with the President's Office, the Council of Ministers, the Prime Minister Advisory Council, as well as with a representative of the Iraq Institute for Economic Reform, a national policy NGO.
- Fact Sheets are being prepared describing the NPM component's work, and the work of the Regulatory "Guillotine". These will be submitted for USAID review and translated into Arabic.
- Scopes of work were drafted for the local staff positions in legal reform, public policy and public administration, community outreach and public polling, executive officer, and the advisor for PMO/COMSEC/Ministries/Provinces.

Component 3: Administrative Decentralization (AD)

- The AD component Team Leader (Shabaro) and Operations Advisor (Scheibel) arrived at post in Baghdad early this month, and several key local staff have been contracted.
- The team drafted the AD component's internal management structure and staffing plan, and presented it to USAID. The AD component anticipates employing a total of ten expatriate advisors and as many as 110 Iraqi staff. The recruiting and hiring of the remaining staff is currently underway.
- The Administration Decentralization component has a large responsibility for provincial level activities under Tarabot, and 66 of its local staff will be based at three regional hub offices and in 14 provinces (outside of Baghdad province). Recruitment is well under way, especially with a pool 50 experienced provincial based staff members who worked with the Local Government Project plus approximately 45 province-based staff members that were with the Tatweer Capacity Development Project.

ADMINISTRATION

Expatriate Deployment

- The following positions were deployed:
 - MSI Technical Director (TDY), Andrew Griminger
 - Chief of Party, Rick Huntington
 - Team Leader for Administration and Finance, Wylie Williams
 - Team Leader for National Policy Management, Joseph Ghougassian
 - Team Leader for Administrative Decentralization, Nael Shabaro
 - Advisor for the IDSC (NPM component), Robert Walker
 - Chief Administrative Officer/Personnel, Virginia Jurika
 - Finance Director, Najib Mdaghri
 - Travel Logistics Officer, Husna Akgun
- The following persons are scheduled for deployment in the next 30 days:
 - Civil Service Reform, Touhami Rhaiem
 - Provincial Director, Zohair Mohsen
 - Human Resources Advisor, Anthony Bateman
 - Project Management Advisor, Saad Muhey
 - Automation/SSN, Mark Doherty
 - Quality Improvement Advisor, Michael Heydari
 - Performance Management/Reporting, Curtis Yates
 - Budget Execution, Ricardo Silva-Morales
 - M&E Director, Raja Sherriff
 - Provincial Reporting, Lauren Parks
 - Civil Service Commissions, Rajeev Goel
 - MSI Sr. Project Manager (TDY) Brad Favor
 - MSI Project Manager (TDY) Adam Peterson
 - **Others are in advanced stages of recruitment negotiations**

Local Staffing

- The local compensation plan has been prepared and submitted to USAID. The plan emphasizes 12 paybands with 13 steps each, modeled on the FSN scale. Criteria include academic degrees, English language skills, salary history, and years of relevant experience.
- The announcement of all Tarabot positions is being finalized, and this will initiate the formal recruiting, selection, and hiring process according to the new compensation plan, and utilizing MSI's HR system (see next point). We will hire over 224 local staff throughout the country.
- Experienced local HR staff members are on board and are being trained on MSI's new automated HR system. Several other key local staff members have been contracted and have begun work.
- Preparation of contracts for additional critical full-time and short-term local is in progress.
- Additional documents, such as the branding plan, are being readied for submission to USAID.

Facilities

- Office space. The project has offices available in six villas (2 are mixed residential and office) that will serve approximately 35 expatriates and over 100 local staff. Minor refurbishment is currently under way, and some more extensive work on some buildings is planned in order to greatly increase office capacity.
- Residential space. Our current establishment accommodates 31 expatriates. We are reviewing options for adding the required residential and additional training/meeting space.
- IZ space. We are reviewing options for establishing some combined residential and meeting space in the IZ. One reason for considering the move is to reduce the number of trips for those with frequent technical and programmatic work in the IZ.
- Provincial Space. Initial discussions have begun regarding office space for local staff in the regional hub offices, and in some of the other provinces. We are reviewing the option of locating the Northern regional hub in Kirkuk rather than Erbil.

Transportation/Assets

- Progress has been made to get two armored-vehicles (originally from the Tatweer project) out of Iraqi customs.
- The project is awaiting a favorable decision on the disbursement of property from the former Tatweer project to the Tarabot project.
- Requirements for limited procurements of IT equipment and an Internet service contract are underway.

Security

- The evolving security situation in Baghdad and the hub provinces is being paced with changes to our draft security plan and deployment manuals. We continue to monitor trends for their potential impact on operational planning.

Other

- Project branding and marking plan is ready for approval. At this stage, the project intends to propose a slightly modified logo used by the USAID/Tatweer project for the IARP – Tarabot logo.