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# NATIONAL AND PROVINCIAL ADMINISTRATIVE REFORM PROJECT

SEMI-MONTHLY PROGRESS REPORT  
AUGUST 16-31, 2011

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National and Provincial Administrative Reform Project



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This report summarizes project activities and accomplishments under the National and Provincial Administrative Reform Project (USAID/Tarabot) for the period August 16 to 31, 2011. The next Semi-Monthly Report is due on September 18, 2011.

## General

**Meeting with UNDP.** USAID/Tarabot staff—Dr. Rick Huntington (COP) and Ambassador Joseph Ghougassian met with colleagues from USAID (Muhammad Helmi and Lisa Whitley) and UNDP staff Mr. Peter Bachelor and Dr. Madhava Rao, Program Coordinator for the UN PSM program, on August 21. The discussions covered the UNDP up-coming work on Senior Executive Service, and other issues.

**Public Sector Modernization Committee.** USAID/Tarabot staff—Dr. Rick Huntington (COP), Mr. Touhami Rhaïem (Senior Advisor for Civil Service Reform), and Dr. Zohair Mohsen (Director for Provincial Coordination) attended the meeting of the Public Sector Modernization committee on August 24th. Present from USAID were Mr. Muhammad Helmi, Acting COTR, and Ms Lisa Whitley, General Development Officer. Dr. Zohair made the presentation in Arabic of the USAID/Tarabot Project's three main components, showing how each component is contributing to the elements of the proposed PSM roadmap. The Committee Chairman, Dr. Thamir Ghadban, praised the USAID/Tarabot presenter for his "concise and to-the-point" approach.

**Workplanning.** The workplan development process is moving forward. Advisors have reviewed the deliverables and SOW contained in the Project Contract as well as the draft strategic results framework and results indicators prepared as part of MSI's proposal submission. Each component is responsible for its own workplan, within the framework of USAID's approach to "results-based management". It is challenging to complete the draft by the due date of September 3rd due in part to delays in deployment of several advisors, including the M&E Director. MSI has requested a delay of the WP/PMP due date to September 15th.

**Fact Sheets.** The set of five USAID/Tarabot "Fact Sheets", including one general project fact sheet, one for each of the three major project components, and one for the special regulatory reform activity, were finalized in English and Arabic and submitted to USAID for final approval. Each is produced as a single sheet.

## Civil Service Reform

**Council of Ministers Secretariat.** The senior Advisor, Touhami Rhaïem, held a meeting with members of the Civil Service Reform Central Committee in COMSEC on Thursday, August 25th. JCC members agreed to resume the committee's activities as soon as possible. The expanded Central Committee will hold its meeting next week with all members including the new members representing the Shura Council, Ministry of Finance, and PMAC, as well as the Tarabot Senior Advisor. The Central Committee will continue its mandate and will coordinate with the Public Sector Modernization Committee according to the executive Order # 31455 of June 12, 2011.

**Deployment.** The Civil Service Reform Team now has four of its five expatriate advisors in place.

- Senior Advisor, Touhami Rhaïem, arrived in Baghdad and started organizing the civil service component, hiring staff, reconnecting with the counterparts in the government and donors.
- Civil service Institute advisor, Mr. Dimitar Tzolov, the advisor for the Federal and Provincial Civil Service Commissions, Mr. Rajew Goel, and the senior advisor for Human Resources, Mr. Anthony Bateman all arrived during this period.

## National Policy Management

**Policy Development.** The National Policy Management Component team continued to meet with a wide range of stakeholders and potential stakeholders in the policy development and regulatory reform processes. These meetings

took place with a range of executive offices, ministries, and NGOs representing women's issues, business leaders, and professional associations. These meetings, and those held previously, are establishing the network required to establish the broad consultative process that is the hallmark of effective policy development.

- **Executive Offices.** During the past two weeks meetings were held with the Chief of Staff of the Prime Minister's Office, the Office of the Deputy Prime Minister for Services, and the Presidency Diwan. The meeting with the Chief of Staff of the Presidency Diwan was in regards to the existing Bureau of Public Policy that serves the President of the Republic. The discussion centered on the hiring of senior advisors, their qualifications and areas of expertise: economic, social affairs, energy, services, and national and foreign affairs.
- **Ministries.** The USAID/Tarabot project was also introduced to the State Minister of Women's Affairs who stressed the importance of considering policies' and laws' impact on women. The team met the Minister of Industry and Minerals to present the outlines of the USAID/Tarabot project.
- **NGOs.** This period the USAID/Tarabot Policy Team met with the **Iraqi Al-Amal Association**, an NGO with chapters in Baghdad, Kirkuk, Karbala, Najaf, Basra, and Mosul. Al-Amal is dedicated to promoting human rights and enhancing women's conditions in education, business, industries, health, and government. Another meeting was held with the **Iraqi Businessmen Union (IBU)**, an important stakeholder in economic policy and in legal reform. IBU members represent several sectors: industries, hotels, tourism, and banking.
- **University.** The USAID/Tarabot continued its introductory outreach to the Iraqi academic community with a meeting with the President of **Al-Nahrain University** and his senior colleagues.

**Prime Minister's Office MoU.** The USAID/Tarabot NPM Team is working closely with the Chief of Staff of the Prime Minister's Office on the status of the Memorandum of Understanding (MOU) and a possible preliminary the Letter of Agreement (LOA). The COS stated that the Prime Minister was taking a strong interest in USAID/Tarabot's efforts and wishes to establish an Office of Public Policy in the PMO, in conformance with article 78 of the Constitution. The MoU has been reviewed by the USAID legal team and is under review on the Iraqi side by the PMO.

**Regulatory Reform.** Mr. Scott Jacobs, a leading authority on regulatory reform and a subcontractor in the USAID/Tarabot project, is scheduled to visit Baghdad in early September to introduce the "Regulatory Guillotine™" to key stakeholders and counterparts.

**Staffing.** The National Policy Development Component is now active with two international advisors and nine local Iraqi advisors. Recruiting and deployment is on-going for two additional expatriate advisors and another six local advisors.

## Administrative Decentralization

**Introductory Visits to Partner Ministries.** USAID/Tarabot staff responsible for establishing relationships with partner ministries conducted initial introductory visits to the following ministries: Ministry of Planning, Ministry of Labor and Social Affairs, Ministry of Migration and Displacement, and the Ministry of Human Rights. These visits are taking place in advance of USAID/Tarabot's formal entrance and presentation of offered services to the project's ministry counterparts.

**Social Safety Net: MoLSA.** A draft **Memorandum of Understanding** for USAID/Tarabot's continued assistance to support the Ministry of Labor and Social Affairs continued roll-out the Social Safety Net was drafted, translated, and sent to USAID for review. MoLSA is in principle prepared to sign it, as soon as the final version is delivered to them.

**Ministry of Planning.** USAID/Tarabot has negotiated with the Ministry of Planning to maintain an office dedicated for its embedded staff. This office was previously used by USAID/Tatweer under the previous minister. It is gratifying to have it renewed under the new minister.

**Workplan.** The AD component continues the work planning process, and has developed draft plans for the legal, fiscal, and project-management segments of its work. Draft work plans for continued assistance for the Iraq Development Management System and Social Safety Net systems have also been developed and are undergoing refinement.

**Staffing and Deployment.** To date the AD component has in place five of its expatriate advisors, four senior Iraqis that serve as Team leaders, plus more than 50 local hire staff either hired or in the hiring process. These include the SSN team. Much of the local recruitment effort has shifted to finalizing those assigned to the project's regional hubs of Babil, Basrah, and Kirkuk.

## **Administration**

**Staffing and Deployment.** Twenty (20) expatriates are now deployed and operational in the compound. To date, 72 local staff have signed contracts and reported for work. Another 16 are in the recruitment process.

**Badges and Badges.** 32 badges and 7 multiple entry Visas have been processed.

**Finance.** The budget tracker is now in use, providing ongoing budget status reports.

**Facilities.** The project has completed the renovation of a key residential house, and of three office villas.

**Vehicles.** Project staff continue to coordinate closely with USG offices on the release of two armored vehicles from customs, including payment of storage fees.

### **Regional and Provincial Offices**

- Staff members of Finance and HR offices are interviewing candidates for provincial offices.
- Tarabot engineers produced plans and CAD drawings for the regional hub offices.
- Lauren Parks, Provincial Reporting Officer, joined USAID/Tarabot project.
- Nineteen letters were forwarded to Ministry of Agriculture, Ministry of Oil, Provincial Councils and Governors announcing the Tarabot Project and requesting possible office spaces in the 15 provinces including the regional hubs in Kirkuk, Babil and Basrah.