

PUBLIC SECTOR REFORM UNIT

REPORT ON 1st QUARTER (JAN-MARCH) 2010 ACTIVITIES

| NO. | ACTIVITY | OBJECTIVE | EXPECTED OUTPUTS | CURRENT STATUS | REMARKS |
|-----|--|---|---|---|---|
| 1. | Implementation of the Recommendations of Management and Functional Reviews of MDAs | Efficient implementation of reform initiatives for enhanced delivery of public services | Rationalised structures, functions, procedures and staffing that promote efficiency in Ministries | <p>2 Reports for Ministry of Marine Resources and for Ministry of Information and Communication submitted in 2009 awaiting Cabinet approval.</p> <p>Report for Ministry of Energy and Water Resources has been considered by the Steering Committee on Public Sector Reform. Will be forwarded to Cabinet along with the that for Ministry of Employment and Social Security</p> <p>Finalization of MFR reports for Ministry of Lands, Country Planning and the Environment; Ministry of Tourism and Cultural Affairs; and Ministry of Works, Housing and Infrastructure</p> <p>Monitoring meetings to discuss progress, challenges and solutions, as well as priority issues, with all Ministries commenced on 18th March and will end 20th May</p> <p>PSRU working with the following remaining Ministries to finalize Implementation Plans: Ministry of Foreign Affairs and International Cooperation; Ministry of Internal Affairs, Local Govt & Rural Development; Ministry of Justice.</p> | <p>Priority issues for 2010 include: Creation of active Change Management Teams; Creation of Policy and Planning Units; Assessment of strategic vision and work plans</p> <p>.</p> <p>Following Ministries since 25 march: Mineral resources & Political Affairs; Health & Sanitation; Trade & Industry; Agriculture, Forestry & Food Security</p> |

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| 2. | New Management and Functional Reviews (MFR) | To build institutional capacity to implement reform and the efficient delivery of public services | Rationalised structures, functions, procedures and staffing that promote efficiency in Ministries | MFR for Ministry of Transport and Aviation commenced in March Draft report for NRA MFR submitted to NRA and waiting on comments from Board and Management. | Awaiting management response for finalization of report |
| 3. | Capacitating Human Resources Management Office (HRMO) | To build civil service management capacity and increase efficiency and effectiveness in its performance | Improved management and coordination of Civil Service Reform and Human Resource for Civil Service | Directorate system in place with Director-General and Directors of units. Additional staff for HRMO, including the Civil Service Reform Unit have been identified as part of the 95 Middle level workers to be recruited this quarter. Steering Committee on Civil Service Reform established and operations commenced | Need to urgently focus on transfer and/or recruitment of suitably qualified or trainable staff into HRMO to enable development of capacity and continuation of training programmes. Need to reduce burden on HRMO to support old procedures and focus on implementation of new practices. Need to create the Civil Service Reform Office at the HRMO |
| 4. | Staff rationalization, Pay and Incentives | i.To ensure optimal staffing pattern with adequate compensation in MDAs ii.To ensure that MDAs have professional staff, especially in the Middle level | i.Effective and modern HR policies and systems operating in MDAs ii.MDAs operating with optimum staff capacity | Draft policies for Recruitment and Performance-linked Salary Enhancement Programme developed Recruitment of 95 Middle level staff pending Draft Pay Policy commissioned by UNDP under review | Recruitment of 95 personnel should have commenced in 4 th quarter 2009. PSC budget for the recruitment process to be considered on 30 March. |

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| 5. | Records Management Improvement Programme (RMIP) | To enhance the efficiency of storage and retrieval of information and the management of records in MDAs | Introduction of a modern records management system | <p>Roll-out of Records Management to 5 MDAs - PSC, MAFFS, MEYS, MoFED, and Accountant-General's Dept. Preliminary discussions held with the 5 MDAs</p> <p>Teachers File Creation Project process is pending subject to provision of funding from MoFED</p> | See attached (annex I) RMIP Annual Activity plan |
| 6. | Adoption of new Civil Service Regulations and Rules and Civil Service Code | To replace existing General Orders | New Regulations and Rules embodying modern management system and practices | 500 copies of final draft printed by ACC and distributed to Cabinet and Civil servants | In particular, the existence of an administratively enforceable ethical code will help to promote transparency and accountability in the Civil Service |
| 7. | Communications Strategy for Public Sector Reform | To improve communications with MDAs and between the PSRU and external stakeholders | Existence of a strategy document, a newsletter and a website | <p>First quarter 'Reform Spotlight' finalized and to be published pending funding availability</p> <p>Comprehensive communication strategy targeting all stakeholders in the process has been incorporated into the PSRU work programme.</p> <p>Radio discussions, press releases ongoing in Freetown.</p> <p>Website operational and under development http://www.publicsectorreform.sl.gov</p> | Activities within the Communication Strategy have not been fully operationalised due to new funding constraints. |
| 8. | Management of Public Sector Reform | Strategic guidance and coordination for reform | i.Functioning and participatory Steering | Meeting of SC PSR held on 16 th March | Meetings have been well-attended, and agenda has included detailed |

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| | | | Committee meeting once per quarter ii. Functioning and participatory Working Committee meeting once a month | Two meetings of Working Committee on PSR held on 14 th January and 2 nd March | updates on Civil Service Reform, as well as 2010 Work Plans for PSRU and UNDP |
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Note: First Quarter Report submitted for the Consideration of the Cabinet