

## **Minutes of the Provisional Steering Committee Meeting**

Regional Hub of Civil Service

Astana, 23 May 2013

### **Introduction:**

Stephen Tull and Alikhan Baimenov opened the first meeting of the Steering Committee and stated the meeting's objective, i.e. take a few important decisions to set life to the Regional Hub. The Regional Hub of Civil Service was set up during the founding conference on 15 March 2013 in Astana with participation of over 20 countries and organisations. As a main coordination mechanism of the Regional Hub co-chaired by UNDP and ACSA, the Steering Committee will approve general guidelines and strategic directions for the Regional Hub. The Steering Committee's membership for the first meeting was provisional and by invitation of the Co-Chairs. One issue for this meeting concerned the future composition and procedures for the Steering Committee.

The Regional Hub's Secretariat presented the issues to be decided, and a lively and productive discussion ensued. Participants showed strong commitment to realizing the goals of the Hub.

### **Discussions and Decisions:**

- a) Regional Hub's organizational structure

PSC members supported a suggestion to establish 3 working groups under the Hub. They agreed on following names and functions:

- Working group #1 "Training and research"
- Working group #2 "Knowledge management and expert network"
- Working group #3 "Partnership and exchange of experience"

The groups will compose of experts, who will discuss issues virtually. Each working group will have a chair to facilitate the group's work. Mr. Osmani (Afghanistan) volunteered to chair working group #1, Mr. Condrey (USA) agreed to chair working group #2, and with active support of UNPAN, Mr. Halilov (Azerbaijan) agreed to chair working group #3. The Regional Hub's Secretariat will produce the terms of reference and list of activities for each group by 10 July 2013.

Mr. Baimenov suggested having "Friends of the Hub" – a group of experts who would occasionally and informally be asked for opinion about the Regional Hub's activities. It will be kept as an informal network under working unit #2. The Secretariat will send invitations to selected experts to join the informal group "Friends of the Hub". Mr. Kotetishvili recommended making a wide use of social media as a tool for spreading accumulated knowledge across the member-countries.

- b) Steering Committee's meeting procedures

It was decided that the provisional Steering Committee members continue as the core Steering Committee. The number of Steering Committee members will be kept at an odd number, all with 2/3 considered a quorum. Alikhan Baimenov and Stephen Tull will be voting members of the Steering Committee. The invited members agreed to continue being part of the Steering Committee throughout the year. The Co-Chairs may invite others to join after consideration by members.

Members agreed that emails and videoconferences are the best options for fast decision making in the first year of the Regional Hub. The next face to face meeting will be organised in 6 months.

c) Planned activities for 2013

Members supported the idea of an immediate baseline study of priority areas for mutual learning to enable development of training programmes for civil servants of the region. The Secretariat in cooperation with Academy of Public Administration will prepare a questionnaire and identify appropriate institutions in the concerned countries to disseminate it among them. The geography of the baseline study will include countries of CIS, Georgia and Afghanistan, with a completion deadline of 1 September 2013. In addition, Mr. Susar offered the help of UNPAN in assisting with website development and content sharing to prevent the duplication of information.

The Secretariat will prepare and distribute the minutes of the meeting; and keep the members of the Steering Committee updated on the progress of planned activities, i.e. baseline study, web portal development and training programmes for civil servants.

Prepared by Alibek Sagidulla, Regional Hub's Secretariat

**Participants:**

**Members of the Provisional Steering Committee (PSC):**

1. Alikhan Baimenov, Chairman of Agency for Civil Service Affairs of Republic of Kazakhstan, Co-Chair
2. Stephen Tull, UN Resident Coordinator and UNDP Resident Representative in Kazakhstan, Co-Chair
3. Aaly Karashev, Director, State Personnel Service of Kyrgyz Republic
4. Akhmad Moshahed, Chairman, Independent Administrative Reform and Civil Service Commission of Afghanistan
5. Bahram Halilov, Chairman, Civil Service Commission of Azerbaijan
6. Irakli Kotetishvili, Director of Civil Service Bureau of Georgia
7. Kamen Velichkov, Head of Political, Press and Information section, EU Delegation to Kazakhstan
8. Kenneth J. Fairfax, Ambassador of the USA to Kazakhstan
9. Mehmet Peker, Third Secretary, Embassy of the Republic of Turkey to Kazakhstan
10. Seong Jin Han, Representative of the Embassy of Republic of Korea in Kazakhstan
11. Stephen Condrey, American Society of Public Administration

**Other participants:**

12. Ainur Baimyrza, Head of Governance and Local Development Unit, UNDP in Kazakhstan
13. Alibek Sagidulla, UNDP Project Manager, Regional Hub's Secretariat
14. Aliya Yessimseitova, Senior Consultant, Department of administrative work and external affairs, ACSA
15. Bolat Abdrasilov, Rector of the Academy of Public Administration under the President of the Republic of Kazakhstan
16. Deniz Susar, Coordinator of the UNPAN Management Unit (UMU)

17. Ekaterina Paniklova, UNDP Deputy Resident Representative in Kazakhstan
18. Kalpana Rajsinghot, UNDP Afghanistan
19. Matthew Stafford, Dean of Faculty, Federal Executive Institute, Office of Personnel Management of the USA
20. Nils Bergeson, USAID Astana Liaison Officer
21. Osman Osmani, Director General, Afghanistan Civil Service Institute, IARCSC
22. Zabiullah Sawayz, Director General, Administrative Reforms Secretariat, IARCSC