

### Annex 3.8.

#### Action Plan for Training and Development of civil servants in the period of 2007-2008

Action Number	Action	Date	Responsible official	Progress and achievements
1	Annual Review and Report (and interim review at half year stage) on progress with implementation of the Strategy	6 monthly review in early July 2007 Annual Review and Report in December 2007 6 monthly review in early July 2008 Annual Review and Report in December 2008	Director	
2	Human Resources Development Network	Meetings to be held at least once every 3 months (eg January/April/July/October) in 2007 and 2008	Director	
3	Training for Trainers Cohort: identify co-ordinator and prepare and deliver a training plan for the role	Identify co-ordinator by January 2007 Prepare training plan by July 2007 Deliver training plan between September and December 2007	Leader of the Department for Training and Performance Evaluation of CS	
4	Training for Trainers: support NSoG TfT team with delivering training programme	Identify NSoG staff for inclusion in the training programme by January 2007 Assist with delivery of training between January and December 2007	Leader of the Department for Training and Performance Evaluation of CS	
5	Co-ordination of Cohort of Trainers	Co-ordinator to begin duties in January 2008.		
6	Prepare and deliver induction programme for	Prepared by May 2007 Quarterly induction programmes begin	Leader of the Department for	

	new civil servants	July 2007	Training and Performance Evaluation of CS	
7	Ensuring success of key training and development programmes: Shaping the Future programme for AMSEC's Equal Opportunities ?	Review progress before and after each module	Director	
8	Training Needs Questionnaires (TNQ) issued to remaining 14 Ministries and analysed	4 Ministries by March 2007 4 Ministries by June 2007 6 Ministries by Sept 2007	Leader of the Department for Training and Performance Evaluation of CS	
9	Annual Reports on Human Resources 2006 received from all Ministries	Received by January 2007	Leader of the Department for Training and Performance Evaluation of CS	
10	Annual Reports on Human Resources 2007 received from all Ministries	Received by December 2007	Leader of the Department for Training and Performance Evaluation of CS	
11	Annual Reports on Human Resources 2008 received from all Ministries	Received by December 2008	Leader of the Department for Training and Performance Evaluation of CS	
12	2007 Annual Reviews on	Programme prepared by April 2007	Leader of the	

	HR issues with each Ministry	Interviews begin in May 2007 (2 Ministries per month)	Department for Training and Performance Evaluation of CS	
13	2008 Annual Reviews on HR issues with each Ministry	Programme prepared by March 2008 Interviews begin in April 2008 (2 Ministries per month)	Leader of the Department for Training and Performance Evaluation of CS	
14	CSA website development	Improved provision of information about training opportunities on the web site by April 2007 Links to training information/packages by June 2007	Leader of the Department for the Central Personnel Registry	
15	Development of relationships with BiH and Federation partners to improve standards and co-operation at all levels	Regular meetings to be held every 3/6 months?	Leader of the Department for Training and Performance Evaluation of CS	
16	Identification of funding sources	CSA will continue to work with the government to secure funding for training and development of civil servants CSA will continue to work with foreign donors to secure funding in support of this Strategy	Leader of the Department for Training and Performance Evaluation of CS	
17	Development of evaluation techniques	Evaluation Plan to be prepared by May 2007 to establish mechanisms to collect and analyse data to EU standards	Leader of the Department for Training and Performance	

			Evaluation of CS	
18	Review performance of training and development activities by RS, BiH and foreign donors	Review performance of training and development activities provided by OSCE, UNDP, EU etc Review every 3 months starting in April 2007	Leader of the Department for Training and Performance Evaluation of CS	
19	Training and Development Plan for CSA staff	Plan to be prepared by March 2007 Implementation to take place during 2007 and 2008	Leader of the Department for Training and Performance Evaluation of CS	
20	Regular Progress Reviews on the Action Plan	Reviews to be held every 3 months starting in April 2007	Director	