

Task Force Group of the People of the 2030 Strategy

Turkey Country Office



Sub: Letter of Recommendation on the Learning Policy / Turkey CO
To: The Learning Committee / Turkey CO

22 August 2019

The Task Force Group (TFG) of the People for the 2030 Strategy, Turkey CO, would like to submit hereby its points of view and recommendations to the Learning Committee of Turkey CO regarding the CO Learning Policy and its activities, aiming at enabling the CO to attract retain, motivate and develop its staff and out of the TFG's aspiration to ensure a working environment that identifies continuously and comprehensively the Office learning needs to up skills the workforce.

Within this context, the TFG is recommending the Learning Committee to review the CO Learning Policy in line with the Corporate Learning and Development Policy, and to take into consideration the following points for the active and successful implementation of the Learning Policy:

1. The need to draft a coherent and transparent **mechanism** within the context of an annual learning plan, in terms of committee establishment, program implementation and results evaluation;
2. The Learning Committee, with the participation of the Management, HR and Heads of units, should be responsible for the preparation of the **Annual Learning Plan**, at the beginning of each fiscal year, (in this case: 2020-2021). The CO Annual Learning Plan should clearly refer to the following:
 - I. The availability of budget allocations for the annual work-based learning opportunities,
 - II. List of Staff members to benefit from the Annual Learning Plan; where each Head of Unit, is to present nominations from his/her unit, upon previous discussions conducted by the head of unit and the unit team members eligible for the learning policy, or within the frame of the mid-term review meetings, to the management meeting to finalize the **List of Beneficiaries** of the Annual Learning Plan, taking into consideration inclusion of candidates awarded with learning opportunities within the Recognition and Awards Policy.
 - III. Corporate most relevant and recommended learning opportunities should be integrated within the Annual Learning Plan including:

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- A. The UN official languages learning courses
 - B. The UNDP Gender Learning and the UNDP Gender Equality Academy
3. Most economic and convenient **Training Modalities** should be sought, in case of limited financial resources, in terms of venue, type of trainings (collective or individual) and duration; to ensure maximum staff benefiting from this policy.
4. In order to avoid parallel and duplication in working fields, the Learning committee needs to refer to the **Gender Learning Needs and Capacity Subgroup** within the Gender Equality Focal Team at the CO. Hence, gender related learning issues need to be addressed, in coordination with the for mentioned subgroup.
5. **Final decisions** made by the Management in the context of the Annual Learning Plan should be shared with all staff to ensure transparent and successful application of the learning policy.
6. **Bimonthly Informal Meetings** or communications should be conducted among the relevant groups, in this case, the TFG of the 2030 Strategy and the Learning committee, to review the staff current learning needs, search options to enhance current gaps and submit recommendations if needed to the management for the following Annual Learning Plan.
7. **The Management and Heads of Units** should encourage their staff to fully attend the work-based learning activities conducted at the CO, via circulated emails, to ensure maximum attendance of the staff and the successful completion of the attended courses.
8. An **Annual Evaluation and Assessment** should be conducted on the Annual Learning Plan on the bases of gender, age and contract modalities, towards the end of each year aiming at providing indicators for the comprehensive and inclusive implementation of the Annual Learning Plan
9. The Learning Committee should designate one of its members as a **Focal Point**, upon consensus of all the committee members. The Focal Point, in cooperation with the committee members, will follow up the implementation of the decisions taken and the

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future actions and submit, periodically, up-to-date information regarding the committee's activities to all staff members.

- 10 For the purpose of ensuring **optimum involvement** of all Committee members in the committee's activities, "Learning Committee membership" related indicator should be considered within the frame of the staff member performance evaluation / mid-term review process. Furthermore, meetings attendance policy should be adopted, to allow the committee to excuse a member who has not attended the latest 3 consecutive committee's meetings, with no prior notice to the members, from the committee membership, and replace him/her with other interested candidate.
- 11 The Learning Committee needs to create a clear and transparent committee **Members Selection Mechanism**, such as all staff members are informed and invited to submit their nominations, via survey, to this purpose.
- 12 The Learning Committee needs as well to review the **Current Membership Status** of the CO Learning Committee towards the end of this year to suggest replacement for unavailable members of the committee, in line with the above-mentioned selection mechanism. Furthermore, the members selection mechanism should be flexible to allow interested staff members to join the committee at any time during the year. Relevant expertise should be invited as well to attend the Committee's meetings when deemed necessary.

(with the latest and foreseen changes related to the CO personal, the need to replace members of this committee applies also for other committees at the CO)

Current members of the Learning Committee (since March 2019) are :

- ~~1. Hamit Doğan – Field Coordinator~~
2. Busra Çelik – Project Associate
3. Nurettin Özbağdatlı -Portfolio Manager
4. Esra Ulukan Fettahoglu – RBM Associate/Chair of SAC
5. Naz Çetinkaya İmirzalıoğlu– HR Associate/Talent Development Manager
- ~~6. Pınar Konay – HR Administrator~~

The Task Force Group (TFG) of the People for the 2030 Strategy stand ready to discuss and elaborate on the above-mentioned suggestions with the Learning Committee and look forward to receiving the latter's valuable reply on this regard.