



**Regional School of Public Administration** (Phase 1)

A Joint Initiative of the European Union  
and the OECD, principally financed by the EU



RESPA/SC(2007)A1

**3<sup>RD</sup> SESSION OF THE STEERING COMMITTEE  
PODGORICA, 31 JANUARY 2007  
DRAFT AGENDA**

- 1. ADOPTION OF THE AGENDA [RESPA/SC(2007)A1]**
- 2. APPROVAL OF THE LIST OF DECISIONS, 2<sup>ND</sup> SESSION OF THE STEERING COMMITTEE, SKOPJE, NOV 2006. [RESPA/SC(2006)M2]**
- 3. PRESENTATIONS OF THE 2006 ACTIVITY REPORTS BY THE ReSPA SECRETARY AND THE STEERING COMMITTEE MEMBERS. [RESPA/SC(2007)1/001]**
- 4. REPORT BY THE ReSPA SECRETARY ON NETWORKING ReSPA WITH OTHER INSTITUTIONS. [RESPA/SC(2007)1/002]**
- 5. INSTITUTIONALISATION OF ReSPA. [RESPA/SC(2007)1/003]**
- 6. ADOPTION OF THE WORK PROGRAMME 2007. [RESPA/SC(2007)1/004]**
- 7. OPENING OF ReSPA WEBSITE.**
- 8. ANY OTHER BUSINESS**

## ANNOTATIONS TO THE DRAFT AGENDA

<b>1. Adoption of the Agenda</b>	<b>RESPA/SC(2007)A1</b>
<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> <li>○ <b>Agree</b> the meeting agenda</li> </ul>	
<b>2. Approval of the list of decisions, 2nd session of the Steering Committee, Skopje, Nov 2006.</b>	<b>RESPA/SC(2006)M2</b>
<p>According to art 14 of the Rules of Procedure, the Secretary submitted to the Members of the Steering Committee the list of decisions within 7 days after the 2<sup>nd</sup> Session. No objection was made during the following 2 weeks, and therefore the list of decisions was considered informally approved.</p> <p>Art 14 of the Rules of Procedure stipulates that formal approval should take place at the beginning of the current session.</p> <p>The Secretary will inform the Steering Committee on follow up – (“matters arising”)</p>	
<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> <li>○ <b>Approve</b> the list of decisions of the 2<sup>nd</sup> Session of the Steering Committee.</li> </ul>	
<b>3. Presentations of the 2006 Activity Report by the Secretary and from the Steering Committee Members.</b>	<b>RESPA/SC(2007)1/001</b>
<p>According to Art. 16 of the Rules of Procedure, the Steering Committee reviews the Activity Report of the preceding year. The Secretary prepares and distributes the Activity Report to the Steering Committee Members at least two weeks prior to the date of the Session.</p> <p>The 2006 Activity Report covers the period from 1<sup>st</sup> November, when the agreement between OECD and the Commission came into effect, and 31<sup>st</sup> December.</p> <p>According to Art 4 of the Rules of Procedure, the Steering Committee Members are expected to inform the Steering Committee of the needs of his/her country’s public administration system, but also to report on the country’s achievements in terms of regional cooperation.</p> <p>Except for the European Commission, Steering Committee Members are invited to provide the ReSPA Secretary with their written contributions no later than 19 January</p>	

2007. (According to Art 10 of the Rules of Procedure, the Secretary will circulate the country contributions to the other SC members no later than a week before the session).

*Committee action*

The Steering Committee is invited to:

- **Review** the reports of activities.

**4. Report by the Secretary on networking ReSPA with other Institutions.**

**RESPA/SC(2007)1/002**

Establishing ReSPA within existing professional networks is part of the objectives of Phase 1. It is suggested that the following steps are taken during Phase 1 to meet this objective:

- **ReSPA organises a meeting of representatives of EU Schools of PA**, in the first half of 2007. The objective of the meeting will be to introduce ReSPA, present its work programme, seek support (mobility schemes, speakers, access to existing modules, etc), and envisage formal co-operations.
- **ReSPA seeks NISPAcee membership**, the Secretary to participate at the May 2007 Annual Conference in Kiev. ReSPA will explore co-operation possibilities with NISPAcee on the implementation of selected activities (for instance, publication of conference material, eZine, etc.).
- **ReSPA develops contacts with EIPA and/or College of Europe**. The exact forms of cooperation are still unclear, but could include jointly organised specialised training modules.
- **ReSPA seeks EGPA membership**, and participates at the Sept 2007 Annual Conference.
- **ReSPA organises the first Meeting of the Heads of Schools of PA in its region**.
- **ReSPA develops contacts with recognised international organisations** sharing the same objectives such as the UNDP, etc.

This document enumerates the steps taken by the Secretary in the course of December 2006 to associate ReSPA with existing networks and coordinate with institutions sharing similar objectives.

*Committee action*

The Steering Committee is invited to:

- **Decide** on the practical modalities of cooperation
- **Invite** the Secretary to continue the development of institutional cooperation.

<b>5. Institutionalisation of ReSPA.</b>	<b>RESPA/SC(2007)1/003</b>
<p>Beside training delivery, during Phase 1, the staff of the ReSPA Secretary must be identified and trained. At the 2nd session of the Steering Committee two options for staffing were discussed:</p> <ul style="list-style-type: none"> <li>○ <b>Option A:</b> limited staff from the region contracted to work in Paris</li> <li>○ <b>Option B:</b> one person per beneficiary country/entity to be contracted to work in the relevant Schools of Public Administration/Civil Service Agency in the Region. While the team in Paris will be reinforced by one more OECD staff.</li> </ul> <p>The Steering Committee is asked to decide between these two options, which are detailed in the document.</p>	
<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> <li>○ <b>Decide</b> between Option A &amp; Option B.</li> </ul>	

<b>6. Adoption of the Work Programme 2007.</b>	<b>RESPA/SC(2007)1/004</b>
<p>In its 2nd Session, in accordance with Art. 18 of the Rules of Procedure, the Steering Committee provided guidance to the Secretary on ReSPA's 2007 Work Programme.</p> <p>During Phase 1, not only substantive issues need to be delivered (training, etc.), but also work on the institutional design of ReSPA will need to be completed to prepare for transition to Phase 2.</p> <p>This document provides the Steering Committee members with a Work Programme for 2007, containing elaborations on the different items:</p> <ul style="list-style-type: none"> <li>○ Ordinary sessions of the Steering Committee;</li> <li>○ Ordinary Training;</li> <li>○ Public Sector Ethics Resource Development;</li> <li>○ Annual Conference;</li> <li>○ Annual Meeting of the Heads of School of Public Administration in the Region</li> </ul>	
<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> <li>○ <b>Adopt</b> the 2007 Work Programme</li> </ul>	

<b>7. Opening of the ReSPA Website.</b>	
<p>In its 2<sup>nd</sup> session, the Steering committee invited the Secretary to accelerate the process of developing a dedicated ReSPA website.</p> <p>In the course of November and December 2006, with the support of the OECD IT and Communication departments, the ReSPA Secretary established a first version of the</p>	

ReSPA website.

The web site will be only as useful as the information it contains, and this will come above all from Member and associated institutions. The Steering Committee Members are therefore asked to commit themselves to ensuring a supply of material from their countries.

*Committee action*

The Steering Committee is invited to:

- **Note** the opening of the ReSPA Website.
- **Commit** themselves to ensuring the generation of material.