



Regional School of Public Administration (Phase 1)

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



ReSPA/SC(2008)3/001

AGREEMENT ON THE SIGNATURE PROCESS

A note on the signature process was circulated to the Steering Committee Members on 30/04/08. At its 8th session, the Steering Committee is invited to review and agree the proposed process.

Committee action

The Steering Committee is invited to:

- **Agree** on the signature process

SIGNATURE PROCESS	
TARGET	TASK
02/05	Circulation of revised IA text (herewith)
12/05	Circulation of Budget, Cost Model and revised Activity List
	Steering Committee Members discuss financing with key Ministries
26/05 afternoon and 27/05	Steering Committee Meeting <ul style="list-style-type: none"> • agreement on IA text for submission to formal government processes • Agreement on Budget and possible “cap” clause in the IA • Agreement on text of letter of intent
02/06	Circulation of revised text
06/06	Translation of text into local language(s) and checking
06/06	Submission to formal government process
Mid June	Ljubljana, Signature of letter of intent (tbc with Presidency) Opening of signature process
Mid Oct	Finalisation of subsidiary instruments
End December	Close of Signature process
01/01	Formal opening ReSPA (assuming 5/7 have signed)
End March	Close of Ratification process

TO DO LIST (Institutionalisation)		
DATE	RESPONIBILITY	TASK
2/5	OECD	Hire accountant
12/5	EC	Confirm letter of intent with Presidency
12/5	OECD	Revised Budget sent to SC
12/5	Montenegro/OECD	Revised Action plan sent to SC
12/5	OECD	Hire international Lawyer
12/5	OECD	Send out Agenda/documents for Podgorica
1/9	Montenegro/OECD	Draft HQ Agreement submitted to SC
1/9	OECD	Draft Diplomacy and Privileges agreement submitted to SC
1/9	Montenegro/OECD	Draft Letter ReSPA/Montenegro submitted to SC
1/9	OECD	Draft Governing Board Rules of Procedure submitted to SC
1/9	OECD	Draft Financial Regulation submitted to SC
1/9	OECD	Draft Staff Regulation submitted to SC
1/9	OECD	Draft submitted to SC <ul style="list-style-type: none"> • JD Director • Recruitment process Director • Org Chart and Recruitment need for International Secretariat
1/10	OECD	Advertise posts
Oct	SC	Selection process Director
Nov	SC	Selection Director
Dec	Director and SC	Select staff