



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

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



9<sup>th</sup> MEETING OF THE RESPA STEERING COMMITTEE  
SARAJEVO, 4 - 5 NOVEMBER 2008

**RESPA/SC(2008)A4**

**DRAFT AGENDA**

- 1. ADOPTION OF THE AGENDA**
- 2. ADOPTION OF THE LIST OF DECISIONS OF THE MAY 2008 SC MEETING**
- 3. PROGRESS REPORT BY THE CHAIR AND THE RESPA TEAM AT THE OECD**
- 4. RESPA'S BY-LAWS**
- 5. RECRUITMENT PROCESS OF RESPA'S DIRECTOR**
- 6. TRAINING NEEDS ASSESSMENT**
- 7. INDICATIVE WORK PLAN FOR 2009**
- 8. TRAINING EVALUATION**
- 9. NETWORKING**
- 10. ANY OTHER BUSINESS**



## ANNOTATIONS TO THE DRAFT AGENDA

<b>1. <u>Adoption of the Agenda</u></b>	<b>RESPA/SC(2008)A4</b>
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*The Steering Committee is invited to*

- **Agree** to the meeting agenda

<b>2. <u>Adoption of the List of Decisions of the May 2008 SC Meeting</u></b>	<b>RESPA/SC(2008)M3</b>
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Article 14 stipulates that formal approval should take place at the beginning of the current SC Meeting.

*The Steering Committee is invited to*

- **Agree** to the List of Decisions of the May 2008 SC Meeting

<b>3. <u>Progress Report by the Chair and the ReSPA team at the OECD</u></b>	<b>ReSPA/SC(2008)4/001</b>
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- ReSPA institutionalisation

Based on the location decision taken by the Steering Committee at the 6<sup>th</sup> session of the SC, the modalities of ReSPA's institutionalisation were discussed at the 7<sup>th</sup> and 8<sup>th</sup> sessions of the Steering Committee. In June 2008, under the auspice of the Slovene Presidency of the EU, a Letter of Intent was signed by all parties.

A draft International Agreement was presented by the ReSPA team at the OECD at the 7<sup>th</sup> session of the Steering Committee in April, and first budget estimates were discussed. One Steering Committee session dedicated to the IA took place in May, and two delegates meetings took place on the IA (Paris, July 2008), and on Budget (Podgorica, September 2008). Final agreement was reached on the text and on the budget contributions in Podgorica (Except for the former Yugoslav Republic of Macedonia who agreed the text, but not the amount of its contribution to the ReSPA annual budget).

The Chair will invite the Steering Committee Member from Montenegro to inform the Steering Committee on progress achieved on the ReSPA Site. The Chair will also provide information on progress in procurement of equipment for ReSPA by the EC.

The Chair will brief the Steering Committee on the plans for the Signature Ceremony.

The Chair will invite Steering Committee Members to inform the Steering Committee of the domestic processes and timing for adoption and ratification of the International Agreement on ReSPA.

- Implementation of the ReSPA Programme of Work 2008

The ReSPA Team at the OECD will report on implementation of the 2008 Programme of Work.

- Cooperation with the European Institute of Public Administration

The Chair will introduce Mr. Harry List, seconded from EIPA to the ReSPA team at the OECD to ensure appropriate transition between the two EC contractual arrangements, with the OECD and with EIPA. The Chair will also update the Steering Committee on the developments regarding the EC contractual arrangement with EIPA for ReSPA in 2009.

*The Steering Committee is invited to*

- **Take note** of the progress made in 2008.

<b>4. <u>ReSPA's by-laws</u></b>	
<b>Respa Internal Regulations -- Concept Papers</b>	<b>ReSPA/SC(2008)4/002</b>
<b>Draft Financial Regulations of the ReSPA Governing Board</b>	<b>ReSPA/SC(2008)4/003</b>
<b>Draft Rules of Procedure of the ReSPA Governing Board</b>	<b>ReSPA/SC(2008)4/004</b>
<b>Draft Staff Regulations of ReSPA</b>	<b>ReSPA/SC(2008)4/005</b>

In September 2008, after the delegates meeting on finance, the Chair invited the ReSPA team at the OECD to develop 3 concept papers on Financial Regulations, Staff Regulations and Rules of Procedure. The concept paper was circulated for comments to the Steering Committee in the second week of October 2008.

The ReSPA team at the OECD is also charged with subsequent development of the draft by-laws with necessary expert assistance. Once agreed by the Steering Committee, the by-laws will be formally presented for adoption by the ReSPA Governing Board at its first session.

*The Steering Committee is invited to*

- **Agree** the future ReSPA Staff Regulations
- **Agree** the future ReSPA Rules of Procedure
- **Agree** the future ReSPA Financial Regulations

<b>5. <u>Recruitment process of ReSPA's director</u></b>	
<b>Proposed procedure: ReSPA Director Selection</b>	<b>ReSPA/SC(2008)4/006</b>
<b>Terms of Reference</b>	<b>ReSPA/SC(2008)4/007</b>

In anticipation of the implementation of ReSPA phase 2, the ReSPA team at the OECD suggests to initiate the process of recruitment of the future ReSPA senior staff. It is understood that the appointment of the ReSPA director will be the responsibility of the Board, and should take place at the first session of the ReSPA Board.

The ReSPA team at the OECD presents two papers. A proposed procedure for the selection of the future ReSPA director, and a proposed Terms of Reference for the position.

*The Steering Committee is invited to*

- **Agree** the Selection procedure and decide on representation of the Steering Committee in the Selection Committee
- **Agree** the Terms of reference for the ReSPA director
- **Commit** to ensure the broadest possible circulation of the terms of Reference in their respective public institutions.

<b>6. <u>Training Needs Assessment</u></b>	<b>RESPA/SC(2008)4/008</b>
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In July 2008, at the second annual meeting of heads of Schools of Public Administration held in Tirana, a process for the development of a TNA methodology was agreed by the Heads of Schools. This agreement was subsequently confirmed by the ReSPA Steering Committee in written procedure. The ReSPA team at the OECD has, since then, developed the final TNA methodology and toolkit and implemented the process with the support of Option B resource persons in the region.

The resulting document provides the Steering Committee Members with an overview of the common, regional needs for training, as well as indications of these needs that can best be addressed at a regional, ReSPA, level.

*The Steering Committee is invited to*

- **Take note** of the ReSPA TNA Report developed jointly by the representative of EIPA and the ReSPA team at the OECD;

- **Confirm** the ReSPA TNA Methodology as a basis for development of the future ReSPA Programmes of Work;
- **Invite EIPA** to develop the 2009 ReSPA training programme along these lines.

<b>7. Indicative Work Plan for 2009</b>	<b>RESPA/SC(2008)4/009</b>
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Art 18 of the Rules of Procedure requires that, before the conclusion of each calendar year, the Steering Committee provides its guidance on the plan of activities for the following year.

At the beginning of Phase 2, not only substantive activities will need to be delivered (training, research, etc.), but also work on the institutionalisation of ReSPA will need to be completed.

The representative of EIPA in co-operation with the ReSPA team at the OECD produced an Outline Plan of Activities for 2009, addressing the activities to be contained in the future Programme of Work. He will also provide information on the planned work on the institution building aspects, including, for instance, in drafting the ReSPA business plan. The Outline Plan of Activities 2009 was produced using, among other sources of information, the TNA Report discussed under previous point.

The Steering Committee is asked to agree to this Outline so that EIPA can develop a full document for adoption at the first session of the Steering Committee in 2009.

Since ReSPA will organise a minimum of 2500 man/days of training in 2009 with the support of EIPA, it is important to start the training delivery function as early as possible in the first quarter of 2009. EIPA envisages organising the two first modules at the end of January and early February 2009 so as to ensure a regular delivery of training across the calendar year.

*The Steering Committee is invited to*

- **Provide Guidance** on the Outline Plan of Activities for 2009;
- **Invite EIPA** to develop the 2009 Plan of Activities;
- **Decide** on the dates and locations of the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> sessions of the Steering Committee/ReSPA Board Meetings;
- **Decide** on the first two training sessions to be delivered in January and February 2009.

<b>8. Training Evaluation</b>	<b>RESPA/SC(2008)4/010</b>
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At the 6<sup>th</sup> session of the Steering Committee, the Chair invited Steering Committee Members to develop a concept paper on Training evaluation. The paper ("DRAFT GUIDELINES FOR EVALUATION OF RESPA SEMINARS") was presented at the 7<sup>th</sup> session of the Steering Committee held in Maastricht, April 2008.

The Chair invited the ReSPA team at the OECD to develop the ReSPA Evaluation Toolkit for adoption by the Steering Committee and for subsequent implementation to ReSPA training activities.

*The Steering Committee is invited to*

- **Agree** on the ReSPA Training Evaluation Toolkit;
- **Invite EIPA** to implement the Toolkit as of 2009, to implementation of the Programme of Work.

<b>9. Networking</b>	<b>RESPA/SC(2008)4/011</b>
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Article I of the Protocol of cooperation on the creation of the Regional School of Public Administration sets out the general cooperation objectives, and article II 1 a) specifies further the obligation to develop activities "*stimulating cooperation between public administration institutions from the region and similar institutions in the European Union, as well as participation in international networks*".

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Pursuant to these objectives and further to the Meeting with the **EU Schools of PA** and the decision of the 7th session of the Steering Committee, held in Maastricht on 23 and 24 April 2008, after due consultation with the Steering Committee Members and the Chair, the ReSPA team at the OECD developed one **additional** training module in 2008:

- **Cooperation with the German Federal Academy of Public Administration (Baköv):** a module on law drafting, implement in two sessions in Bonn and Berlin. The first part of the module was delivered in October 2008, and the second part will be delivered in November 2008.

Furthermore, Steering Committee Members were also scheduled to participate in a selection of European and international professional networking events. Participation by a Croatian representative was foreseen in the IIAS Conference in Ankara on 23-27 June 2008, but had to be cancelled due to conflicting obligations. The Steering Committee Member of the former Yugoslav Republic of Macedonia ensured ReSPA representation at the Annual EGPA Conference from 3 to 6 September 2008, Rotterdam.

The Steering Committee decision (see document RESPA/SC(2007)M3) to accept the NISPAcee invitation to support organisation of the 17th NISPAcee Annual Conference was followed up: the conference will take place in Budva, Montenegro, from 14 to 16 May 2009 in cooperation with the Government of the Republic of Montenegro and with the Human Resources Management Authority.

*The Steering Committee is invited to*

- **Take note** of the progress of ReSPA cooperation with EU Schools and Institutes of Public Administration;
- **Take note** of the report presented by Mr. Dimovski on his participation to the EGPA Annual Conference;
- **Invite** the ReSPA secretariat in Danilovgrad to deepen and widen cooperation with other institutions sharing the same objectives.

<b>10. Any Other Business</b>	
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