



DRAFT RESPA LIST OF DECISIONS
11TH SESSION OF THE RESPA STEERING COMMITTEE
BRUSSELS
29 APRIL 2009

11th ReSPA Steering Committee, 29 April 2009, Brussels

According to art 14 of the Rules of Procedures, the Secretary submits to the members of the Steering Committee the list of decisions within 7 days after the session. If no objection is made during the following 2 weeks, the list of decisions is considered informally approved.

Art 14 of the Rules of Procedures stipulates that formal approval should take place at the beginning of the following session.

Committee action

The Steering Committee is invited to:

Approve the list of decisions of the 11th Session of the Steering Committee.

All signatories of the ReSPA protocol of cooperation were present at the 11th Session of the Steering Committee. The Steering Committee Member of the Republic of Serbia was represented by his substitute according to Article 5 of the Rules of Procedure of the ReSPA SC.

At the beginning of the meeting a formal introduction was given for the presence of Mr Shahzad Bangash who is representing UNMIK. He was attending the meeting together with Mr Hysni Veseli from Kosovo. In addition, Mr Dragan Crnjanski, as observer, was introduced. He is part of the Monitoring Team which is doing the monitoring of the support the European Communities are providing into ReSPA. Mr Crnjanski has been doing first the monitoring of the contract which the EC had with the OECD and will now be doing the monitoring of the contract which the EC is having with EIPA. Observing this SC Meeting will be an opportunity for him to see how the SC operates and to have a very good appreciation of the work and the work of the contractor.

In its 11th session, the Steering Committee chaired by the European Commission took the following decisions:

1. Adoption of the agenda	RESPA/SC(2009)A2
The agenda of the meeting was adopted .	

2. Approval of the list of decisions, 10th session of the Steering Committee, Zagreb, 27 January 2009	RESPA/SC(2009)M1-FINAL
<p>The list of decisions of the January 2009 Steering Committee was approved and it was decided to post it on the ReSPA website.</p>	

3. Progress made on the Programme of Work 2009	RESPA/SC(2009)2-001
<p>The ReSPA Secretariat presented the report on the progress made regarding the implementation of the POW 2009 and the preparations made for the coming period. The SC Members, liaison officers and others were thanked for their cooperation in the organisation of the activities which have been done so far.</p> <p>Looking at the activities scheduled according to the POW 2009, it can be concluded that the project is progressing well: So far 11 activities have been delivered and till the end of May, some 712 participant days of training will have been delivered. Taking into account the summer schools and the additional training programmes which will be organised this year, the benchmark of 2,500 participant days of training by the end of the year will be achieved.</p> <p>According to the evaluation forms which are completed by the participants after each training, we can consider the results as satisfactory.</p> <p>The Steering Committee took note of the progress being made.</p> <p>During the discussion that followed the presentation of the report, the SC Members made the following observations:</p> <ul style="list-style-type: none"> - The lack of liaison officers is causing problems with respect to co-ordinating participants, in particular in view of the increased number of activities. - It is becoming problematic to find enough (relevant) participants, who speak English at an appropriate level, resulting in late registration. Those who are experienced do often not speak the training language. It would be necessary to provide interpretation for some of the courses organised. In this context, references were made to the minutes from the 10th Session of the SC meeting and EIPA's therein expressed support to ensure development of regional training capacities. It was further suggested that translation/interpretation services be considered for activities as of 2010. - While recognising the special conditions during the first months of the 2nd phase of the ReSPA project, the Secretariat was urged to ensure that programmes/invitations for training activities be disseminated more than 1 month before and that reminders be sent to the contact persons 1 week before the deadline of each activity. - One SC Member indicated that selecting professional participants is difficult. For example, civil servants are often changing positions and therefore it is difficult to find participants who can contribute usefully to training activities. It should be considered to better address agencies and individuals who can have better results. 	

<p>4. Recruitment, selection and recommendation of the ReSPA Director</p>	<p>RESPA/SC(2009)2-002 RESPA/SC(2009)2-003</p>
<p>At the 10th Session of the SC meeting in Zagreb, it was decided to annul the first call for applications, revise the selection criteria and announce a second call for applications. It was further decided to maintain the same composition of the selection committee, and a calendar was fixed for the various steps to be taken.</p> <p>As decided at the 10th SC meeting, the call for application was republished and the deadline for application was extended from 20 to 30 days and the agreed calendar was followed. The adjusted announcement was issued on 9 February with a deadline for receiving applications fixed for 9 March 2009.</p> <p>After the two SC Members who applied for the position of ReSPA Director have left the room, Mrs Jadranka Djurkovic, as Chair of the Selection Committee, reported on the conducted process of recruitment of the ReSPA Director, as follows:</p> <p>The selection committee met in Luxembourg on 18-19 March 2009 to, firstly, prepare a pre-selection grid identifying both formal and specific criteria and, secondly, to review the 18 received applications with a view to prepare a short list of 3 candidates for interview. However, because of only a slight difference in the allotted points (0.1 point) between the 3rd and 4th short listed candidate – after consultation with the Chair of the SC - it was decided to invite all 4 candidates for an interview.</p> <p>The selection interviews took place in Podgorica on 30-31 March 2009. The interviews consisted of a 4-hour written test (taken by all candidates at the same time) on 30 March and a 90-minute oral interview on the 31 March. Prior to the review of the written tests and oral interviews, the selection committee adapted and agreed upon an interview grid prepared by OECD.</p> <p>The Selection Committee unanimously agreed a consensus and recommends Mr Suad MUSIC from BiH as ReSPA Director.</p> <p>In accordance with point 12 of the procedure the SC Members took note of the recommendation of the proposed candidate being made by the Selection Committee.</p> <p>The Chair of the SC summarised the pursuing discussion by pointing out that according to point 12 of the procedure, the Selection Committee will evaluate all selected applicants, and will make “a” recommendation for appointment to the Governing Board (GB) for it to decide. For this reason, the GB should be provided with a description of the process and recommendation.</p> <p>It was decided that</p> <ul style="list-style-type: none"> - The report will be amended including the number of applications received; - A summary of the Selection Committee’s selection results for each candidate (i.e. the points given) will be prepared based on the documents related to the selection procedure, which will be retrieved from the Secretary of the Selection Committee; - The Chair of the Selection Committee will prepare a transmission note to the Governing Board with all the necessary relevant background information, so the Governing Board can take a decision on the basis of the Selection Committee’s recommendation. In this she should be assisted by the Secretariat. - In accordance with the selection procedure, and its article 13, the Chair of the Steering Committee will inform the selected candidate of the result of the selection process. Furthermore, the candidate will be informed in writing of the appointment process (prior to the first Governing Board meeting at which the appointment should take place). 	

<p>5. Review of the Meeting with the representatives of the National Schools of Administration from the Member States</p>	
<p>A meeting with representatives of National Schools and Institutes of Public Administration from the EU Member States took place the day before the SC meeting, on 28 April 2009. The main aim of the meeting was to promote multilateral co-operation between the EU and West Balkan schools and institutes of PA. At the meeting, representatives from France, Germany, Poland, Romania and Slovenia presented programmes, which they could offer to deliver to ReSPA.</p> <p>The SC took note of a fruitful meeting and would like to recommend to the Governing Board to regularly organise this kind of event..</p> <p>A discussion followed aiming at meeting needs common to all the ReSPA members. The SC ultimately requested the ReSPA Secretariat to explore the possibility to implement the following programmes in 2009:</p> <ul style="list-style-type: none"> - A French proposal for training on a “dictionary” or collection of task and job-descriptions in the public administration provided such a programme could be tailor-made to the region. Also the possibility to explore ToT was proposed. - A German proposal for a seminar on legal drafting. - A Slovene proposal for a training seminar on motivation of employees in the public sector, as this would be a natural continuation of the recently published study on the attractiveness of the public sector in the West Balkan region. - A German proposal for a seminar on “administrative justice” provided the seminar, which initially targets administrative judges, could be re-oriented to civil servants in the public administrations. <p>Ms Jadranka Djurkovic informed the SC that she received an offer from Norway to provide support to ReSPA / donate trainings. They offered a proposal on ‘Why and how to establish Public Agencies’. This can be discussed and negotiated. The Chair of the SC noted that the IA foresees the possibility of 3rd party support, e.g. that the third party provides training within its own training programme separately from, but in parallel with the EIPA-led project, or by asking EIPA to help implementing that. It was decided that with the background information received from Jadranka Djurkovic, Patricia Penetier will contact Norway as follow-up.</p>	

<p>6. Update on the ratification/signature progress of the International Agreement (IA)</p>	
<p>The SC members updated the SC on the above:</p> <p>Albania and the former Yugoslav Republic of Macedonia have signed and ratified the IA.</p> <p>Bosnia and Herzegovina will likely sign the IA in May 2009. The agreement is expected to be ratified in June or September 2009.</p> <p>Croatia has received a certified copy of the IA beginning February 2009 and started the procedure, but ratification will take place only after the upcoming national elections (17 May 2009). Depending on the priorities of the new Parliament, it is expected to put the proposal on the agenda in June (at the earliest).</p> <p>In Montenegro, the IA is on the agenda of the government session (30 April 2009), but ratification will only be able to take place after constitution of the new Parliament after the recent elections, so earliest in the end May or in June 2009. According to the Montenegro Ministry of Foreign Affairs, verified copies of the IA were sent to all signing parties on 23 January 2009.</p> <p>Serbia’s Ministry of Foreign Affairs has yet to confirm receipt of the verified copy of the IA. After reception, ratification can perhaps take place in 3-4 months (1 month for government, 2-3 months for parliament), so ratification could take place in September 2009.</p> <p>UNMIK has not yet signed. The EC will get in touch with its liaison office in Kosovo to inform them of the current situation.</p> <p>The chair reminded that as soon as 5 out of the 7 ReSPA parties have ratified the IA, the agreement will enter into force. The ReSPA members not yet having ratified the IA were asked to ensure that the ratification process progresses as speedy as possible.</p>	

7. Results of the Evaluation Committee for the tender supplies	
<p>The EC published the tender for the equipment (three lots) on 4 February 2009 with a deadline for submission of tender offers set for 3 April 2009. In between these two dates, a site visit took place. At the opening of offers, three offers were received for Lot 2 (provision of furniture), none for Lot 1 (IT equipment) and Lot 3 (vehicle). The tender offers received for Lot 2 did not meet the tender requirements. For this reason, the tender will be cancelled and republished with a number of modifications of the technical specifications.</p> <p>As for the timing, the EC is considering an accelerated procedure. The procurement notice will be prepared as soon as possible. If the procedure is launched in the coming weeks, it will take 2 months (end of June) for the submission of offers, meaning that the Evaluation Committee can be composed in July to ensure the delivery of the equipment between September-November 2009.</p> <p>The buildings are ready to be equipped.</p> <p>The SC took note of the information provided.</p> <p>The SC Members are invited to provide Ms Patricia Penner with any suggestions/comments which then can be taken into account.</p>	

8. Approval of additional training programmes for 2009	RESPA/SC(2009)2-004
<p>At the 10th Session of the SC Meeting in Zagreb, the SC approved the POW 2009. In the List of Decisions, it was stated that some additional training programmes would be developed throughout the year based on current needs, successful programmes to be repeated, etc.</p> <p>The ReSPA Secretariat submitted to the SC a proposal outlining three kind of training programmes; a programme on Public Private Partnerships (PPP), an EU training for translators and interpreters, and a proposal for an Learning Europe Conference which takes place in Croatia based on which also ReSPA participants could benefit.</p> <p>In terms of capacity and also taking into account the budget, it would be possible to have a maximum of about 3 or 4 additional training programmes on top of the already approved POW 2009.</p> <p>The SC discussed the proposal. Following the discussions and the following the presentations on 28 April and discussions under item 5 on the agenda, the SC Members agreed on the following list of priorities for additional training programmes for the POW 2009:</p> <ol style="list-style-type: none"> 1. Administrative Justice; 2. PPP; 3. Translators; 4. One additional topic on HR. The ReSPA Secretariat will identify a topic on HR and circulate this among the SC Members. <p>Contribution/donation to the Learning Europe Conference would not be part of the POW 2009, but should be seen as networking and visibility, a corporate event. The support should be limited to max. €3,000 for the dinner and subject to time being made in the programme for a presentation on ReSPA, its objectives and activities. A minimum of one member per ReSPA Members should attend the conference (travel and hotel covered by the ReSPA budget).</p> <p>The other training programmes proposed and not yet part of the POW 2009 will be considered for the POW 2010.</p>	

9. Approval of the procedure for the liaison officers**RESPA/SC(2009)2-005**

Following the SC's decision at the 10th Session of the SC meeting in Zagreb, the ReSPA Secretariat drafted a proposal for approval by the SC on the appointment and financial compensation of liaison officers. Prior to circulation to the SC Members, the proposal was consulted with the EC to ensure compliance with transparency requirements and the EU's financial regulations and practices.

The Secretariat proposed to offer the ReSPA members three different models for contracting and financial compensation of the liaison officers, and each member can choose the model which suits it best. The three models were:

1. A direct contract between EIPA and the Liaison Officers. Irrespectively of what task the Liaison Officer is contracted to do (administrative/co-ordination work or intellectual contributions (for the website or newsletter), proportional payment of the allocated share of the Liaison Officer amount will be made by EIPA directly to the expert based on the timely receipt of the deliverable in question and an invoice.
2. In this model the work (and thus the costs) are split: co-ordination and administrative support on the one hand and intellectual input for website/newsletters/publications on the other. The co-ordination/administrative work is foreseen to be delivered by an official already working in or recruited especially by the local partner institution for this purpose, while the intellectual work will be delivered by external experts. In this case, a contract will be entered:
 - between EIPA and the local partner institution for the co-ordination/administrative work. In this case a statement of the institute, that at least 50% of the Liaison Officer's working time (when employed full time) is allocated to ReSPA, would be necessary.¹
 - between EIPA and (different) external experts for the provision of intellectual work. In this case, the external experts will be paid directly by EIPA upon the timely receipt of the deliverable in question and an invoice from the expert.
3. In this third model, the local partner institution recruits or allocates a person to work in the partner institution, and this person will be responsible for delivering all the tasks in question (i.e. co-ordination/administration as well as intellectual tasks). To the extent that the partner institution requests an external to deliver intellectual contributions to the website or newsletter, the institution in question contracts/arranges this with such external persons. EIPA has only one contract, namely with the local partner institution. The same formal requirements as mentioned in the first bullet point in model 2 above applies.

Specifically as regards models 2 and 3 above, in order to satisfy the Commission financial regulatory requirements, ReSPA members choosing one of these solutions may be requested to submit documentation in terms of employment contract or job-descriptions, which include the ReSPA related activities, and salary slips or other payments documentation.

The amount to be paid for the different support/intellectual contributions, will be paid on the basis of the relevant deliverable and subject to a) the deliverable having been provided in a timely fashion, b) the deliverable meeting pre-determined quality criteria, and c) submission of required documentation according to the previous paragraphs.

The principle of the need for the SC Members to have support **is recognised** and the SC **agreed** on the Secretariat's proposal. The SC Members will, in the coming one or two weeks, provide feedback to the Secretariat with respect to a) the option of preference and b) all necessary elements for EIPA to start making all the contractual arrangements.

10. Website, Newsletter and visibility of ReSPA

As discussed at the 10th Session of the SC meeting in Zagreb, the ReSPA Secretariat had met with the OECD to prepare the hand-over of the administration of the ReSPA website, newsletter and publication activities. The Secretariat furthermore carried out a survey among the SC members and participants at selected ReSPA training activities to obtain guidance and suggestions as concerns identification of the target group(s) for and objectives of the website and newsletter. Based on the received feedback, the

¹ The tasks included in these 50% include the organisational and administrative support related to training and corporate events, regular updates of website and co-ordination of intellectual contributions by local experts. If the support of the Liaison Officer is less, e.g. does not include providing information to update the website, etc., the percentage of the work in the contract may be less, but of course also the amount for Liaison Officer services will be proportionately reduced.

Secretariat reported at the current meeting on its findings and proposals for re-vamping the said media:

Re Website:

The survey and feedback from ReSPA participants show that the main target group should be civil servants from the ReSPA signatory members, i.e. actual and potential participants at ReSPA activities. In a distant 2nd and 3rd place, donors and academia were mentioned.

With respect to the objectives, the survey shows that the website should be used mainly to inform about ReSPA activities, maintain contact between public administrations in the region and create a network of national schools of public administration in the region. Other proposed objectives included registration for activities and provision of documentation from training programmes.

As a first step, the Secretariat proposes to streamline the website by ensuring that headings and documents available correspond to each other, make the home page and sectional front pages easier to read, (e.g. light back ground, larger letters and less, but clear information on each page). Moreover it is proposed to include a section focusing exclusively on training activities, with information about upcoming activities with contact persons to register and about past activities and to let the website to contain a repository for articles and studies prepared by the option B resources and liaison officers.

The Secretariat further suggested to postpone discussions on the establishment of a ReSPA campus site or using the website for registration for activities until appropriate staff is in place in Danilovgrad.

Re Newsletter:

The survey and feedback from ReSPA participants show that the main target group should be civil servants from the ReSPA signatory members, i.e. actual and potential participants at ReSPA activities. In a distant 2nd place, donors were mentioned. Other potential target groups suggested were civil servants in EU Member States and "anyone interested in regional co-operation in the field of public administration".

With respect to the objectives, the survey of SC members and feedback from participants provide somewhat different results. The survey indicates a preference for the newsletter being used to inform about developments in the field of public administration in the region and to maintain contact between public administrations of the ReSPA members, while the participants suggested principally the newsletter to be used for information about ReSPA activities (past and upcoming) as well as institutional and other developments relating to ReSPA.

In view hereof, the Secretariat proposes as a first step to shorten the newsletter and making it more people and activity oriented. Similar changes are proposed as to the website, i.e. making the newsletters more attractive and easier to read (e.g. a light back ground, larger letters and less text and information on each page). Moreover it is proposed to allow the newsletter to focus on activities with short descriptions, interviews with pictures of participants, notices about new articles and publications to be found on the website and developments within ReSPA (e.g. profiles of SC members and ReSPA staff members).

Re leaflet:

The ReSPA Secretariat proposed to develop a leaflet on ReSPA which will electronically be sent to the SC Members for regionally printing.

The SC **discussed** and **endorsed** the suggestions set out above.

It was **decided** that the ReSPA Secretariat will contact Mr Roty for a copy of the film of the EUPAN Conference and to postpone the use of a campus to a later stage for further discussion.

11. Annual conference	RESPA/SC(2009)2-006
<p>At the 10th Session of the SC meeting in Zagreb, it was decided that the ReSPA Secretariat would prepare a discussion paper on items proposed for the Annual ReSPA Conference. The Secretariat had circulated such a paper but nor received any feedback. Hence, the paper was presented at the SC meeting.</p> <p>It was decided that the theme for the conference should be on HR. The conference is scheduled to take place in Sarajevo on 6-7 October 2009.</p> <p>As regards the topic, it was decided that the ReSPA Secretariat will develop a list with HR topics which can be marked as relevant or less relevant. Input will be given by the SC Members by mid May. On the basis of the input the ReSPA Secretariat can proceed. No input means silent agreement to the work done by the ReSPA Secretariat.</p>	

12. Any other business	
<p><u>Monitoring:</u> Mr Dragan Crnjanski from the Monitoring Team gave a short presentation on the work of the monitoring team. The monitoring team submitted their report regarding the final assessment monitoring for the OECD after having completed their mission in March 2009 about a couple of weeks ago. The report was transmitted to the Project Task Management and from there to the OECD. The OECD will send this report to all SC Members.</p> <p>During the upcoming monitoring in May 2009 the monitoring team will try to focus on the design, look at the way the new contractor is doing in this already running project and will strongly be advised to look more on the educational training and overall partnerships.</p> <p><u>NISPAcee Annual Conference:</u> In view of ReSPA's networking activities, it was decided during the 10th Session of the SC Meeting that Ms Jadranka Djurkovic would prepare a discussion text on the participation of ReSPA to the NISPAcee Conference which will take place on 14-16 May in Budva (Montenegro). Ms Jadranka Djurkovic briefly informed the SC about the conference. Besides a presentation on ReSPA that will be delivered by Harry List, the SC members who will participate in the conference will give a presentation on the selection and recruitment process <of the participants to the training????> in their country.</p> <p>The SC took note of the presentation.</p> <p>It was agreed that the SC Members from Albania, Bosnia and Herzegovina, and former Yugoslav Republic of Macedonia will attend the conference as representatives of ReSPA. It was accepted that the SC <or SR????> Substitute Member attends the conference as 4th participant. All costs (registration fee, travel, hotel, subsistence allowance) are covered by the ReSPA budget (under networking). The ReSPA Secretariat will make the necessary arrangements.</p> <p><u>Practical information on logistics for participants:</u> The ReSPA Secretariat clarified some of the travel reimbursement conditions for participants to ReSPA training activities and informed that a page on the website will be dedicated to such information. The SC took note of the clarification.</p> <p><u>People changes / departures:</u> Ms Mila Cipovic Gligoric has been appointed Assistant Director for coordination of the translation of the <i>acquis communautaire</i>. Since her new responsibilities are not really linked to ReSPA she will step down as SC Substitute Member. Ms Patricia Pennetier's contract is coming to an end. She will start working at the EC Delegation in Jordan in September 2009. Mr Pascal Herry who is already working in the unit will replace her.</p> <p>The SC congratulated both on their new positions and thanked them for their valuable contributions to the works of the Steering Committee.</p>	

12h Session of the SC Meeting:

It was **decided** to organise the 12th Session of the SC Meeting in Sarajevo on 8 October 2009, after the annual conference.

No other point was put on the agenda by the Steering Committee members. The Chairman thanked everybody and **closed the meeting**.



11th Session of the Steering Committee Meeting

Brussels (BE), 29 April 2009

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