

10th Session of the Steering Committee Meeting

Zagreb (Croatia), 27 January 2009

DRAFT AGENDA

- 1. Adoption of the Agenda**
- 2. Approval of the List of Decisions, 9th Session of the Steering Committee, Sarajevo, Nov 2008**
- 3. Introduction of EIPA as the new Contractor of the ReSPA Programme**
- 4. Report on the recruitment, selection and appointment of the ReSPA Director by Ms Jadranka Djurkovic as Chair of the Selection Committee**
- 5. Presentations of the 2008 Activity Reports by the OECD representative, Mr Nicolas Dubois, and the Steering Committee Members**
- 6. Adoption of the By-Laws**
- 7. Adoption of the Programme of Work 2009**
- 8. Any other business**

ANNOTATIONS TO THE AGENDA

1. Adoption of the Agenda	RESPA/SC(2009)A1
<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> ○ Agree to the meeting agenda. 	
2. Approval of the list of decisions, 9th session of the Steering Committee, Sarajevo, November 2008	RESPA/SC(2008)M4-FINAL
<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 5th Session. Some comments were received from the delegate of Serbia and duly incorporated. No other 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 the 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"> ○ Approve the list of decisions of the 9th Session of the Steering Committee. 	
3. Introduction of EIPA as contractor	RESPA/SC(2009)1/001
<p>EIPA is contracted by the EC as the institute to give support to the implementation of phase 2 of the ReSPA programme. Both EIPA key experts from EIPA, Peter Goldschmidt and Harry List, will give a short introduction on their role, plans, hopes and expectations for the coming year.</p>	
<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> ○ Take note on EIPA's presentation by Peter Goldschmidt and Harry List on the implementation and cooperation for 2009. 	

4. Recruitment, selection and appointment of the ReSPA Director	
<p>As decided at the 9th SC meeting in Sarajevo a selection committee was to set up for the recruitment and selection procedure for ReSPA's future Director to be appointed by the Governing Board after their installation. A meeting of the Selection Committee took place on 9/10 December 2008 in Podgorica to, firstly, prepare pre-selection criteria and interview grids, and secondly, to review received applications and prepare a short list of three candidates. As set out in the report from the Chair of the Selection Committee, only one candidate was found to meet the formal selection criteria determined by the Steering Committee. For this reason, the Selection Committee has recommended to the Steering Committee to declare the selection process inconclusive and to launch a new process with clarified criteria and a longer application deadline.</p>	
<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> ○ Take note and approve suggested continuation. 	

5. Presentations of the 2008 Activity Report by the Secretary and from the Steering Committee Members	RESPA/SC(2009)1/002
<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 2008 Activity Report covers the period from 1st January 2008 to 31st December 2008.</p>	
<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> ○ Review the reports of activities. 	

6. Endorsing of By-Laws	RESPA/SC(2009)1/003 RESPA/SC(2009)1/004 RESPA/SC(2009)1/005
<p>At the 9th SC meeting in Sarajevo the SC was invited to agree upon:</p> <ul style="list-style-type: none"> - The ReSPA draft Staff Regulations - The ReSPA Rules and Procedures - The ReSPA Financial Regulations <p>The respective documents of the staff regulations, rules and procedures and financial regulations have been distributed and discussed.</p> <p>The comments made on the draft Staff regulations and Rules and procedures have been incorporated. The financial regulations have been discussed by the Steering Committee and afterwards scrutinised by financial experts during a meeting in Podgorica on 4 December 2008. The comments made on these regulations have also been included.</p>	
<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> ○ Endorse the revised By-Laws which will be submitted to the governing Board for approval as soon as the Board gets in charge. 	

7. Adoption of the Programme of Work 2009	ReSPA/SC(2009)1/006
<p>In the 9th session, in accordance with Art. 18 of the Rules of Procedures the Steering Committee provided guidance to the Secretary on ReSPA's 2009 Work Programme.</p> <p>The comments made on the draft POW 2009 have been incorporated in the revised version of the Programme of Work 2009</p>	
<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> ○ Adopt the revised Programme of Work 2009. 	

8. Any other business