

DRAFT RESPA LIST OF DECISIONS
10TH SESSION OF THE RESPA STEERING COMMITTEE
ZAGREB
27 JANUARY 2009

10th ReSPA Steering Committee, 27 January 2009, Zagreb

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 10th Session of the Steering Committee.

All signatories and parties of the ReSPA protocol of cooperation but the United Nations Interim Administration Mission in Kosovo (UNMIK) were present at the 10th Session of the Steering Committee. Steering Committee Members of UNMIK and the Republic of Serbia were represented by their substitute according to Article 5 of the Rules of Procedure of the ReSPA SC.

The Substitute of the Steering Committee Member of the Republic of Serbia left the meeting after a representative of the Embassy of the Republic of Serbia to the Republic of Croatia conveyed a "strong protest over the fact that the Provisional Institutions of Self-Government of the Serbian province of Kosovo and Metohija took part and addressed the audience at the Steering Committee meeting". A Verbal Note was transmitted to the Chairman.

In its 10th session, the Steering Committee chaired by the European Commission took the following decisions:

1. Adoption of the agenda	RESPA/SC(2009)A1
The agenda of the meeting was adopted .	

2. Approval of the list of decisions, 9th session of the Steering Committee, Sarajevo, November 2008	RESPA/SC(2008)M4-FINAL
The list of decisions of the November 2009 Steering Committee was adopted and it was decided to post it on the ReSPA website.	

3. Introduction of EIPA as contractor	RESPA/SC(2009)1/001
<p>The Chairman thanked the OECD for its hard work and considerable contribution towards ReSPA's initiation during the 1st Phase of the project and introduced EIPA, which has been contracted to take over the SC Secretariat function. Key tasks are to organise and deliver some 2500 participants days of training and to provide technical assistance with respect to making ReSPA a fully functioning organisation. Peter Goldschmidt and Harry List of EIPA gave a short summary of the letter that accompanied the agenda and included intentions, ideas, expectations and some logistical issues for the coming year.</p> <p>The SC members took note of the introduction.</p> <p>The discussion was divided in three sections:</p> <p>1) The letter in general and the statements and comments made with regard to the website, newsletter and the theme of the annual conference.</p> <p>As for the website and newsletter there was a good exchange of views, including suggestions that these media become more oriented towards the users. Moreover, a suggestion that the website could be used not only to publish ReSPA papers and inform about ReSPA and its activities, but also a platform for training materials used during the activities was welcomed. It was decided to have the website and newsletter as an agenda point for the next SC Meeting with a view to set preliminary guidelines for the revamping hereof. However, since further discussion on the website and newsletter during the next SC Meeting will be too late, the SC Members were invited to make their (additional) comments by e-mail, so there is a conclusion at the next SC Meeting in April 2009. The ReSPA Secretariat will initiate an exchange of ideas that will serve as an input for this agenda point. In the meanwhile the update of the web and production of the newsletter will continue as done in the previous period.</p> <p>With respect to the possible themes for the annual conference, three topics were mentioned:</p> <ul style="list-style-type: none"> - Human Resources in civil service; - Issues related to the implementation and experience with IPA; - Innovation in governance – good and bad practices. <p>It was decided that the ReSPA Secretariat will prepare a discussion paragraph on each of the items proposed for the annual conference as soon as possible which will be circulated among the SC members for comments. During the next meeting there will be a final decision on the theme of the annual conference.</p> <p>It was furthermore decided that Jadranka Djurkovic in view of the networking activities will prepare a discussion text on the participation of ReSPA to the NISPAcee conference to be circulated around and virtually discussed, so a final decision can be made at the next SC Meeting.</p> <p>2) Per diems</p> <p>Following the Commission's presentation of the new conditions, which apply under the new contract with EIPA, the EIPA representatives presented their calculations with respect to per diems to be covered by the project for ReSPA activities taking place in Danilovgrad and other locations in the region:</p> <p>For each night participants will receive a subsistence allowance of €25.</p> <p>Hotels and meals will be arranged and paid as much as possible. For any meals not arranged and paid by ReSPA, participants will receive additionally €19 for a dinner and €13 for a lunch.</p> <p>The approach mentioned in the letter aims to take into account the new situation and is in line with the discussion in the context of the international agreement for the establishment of ReSPA and the occupation of the hotel and the general costs related to the functioning of ReSPA and also to the issue of the massive number of participants with respect to the activities in 2009.</p> <p>After discussion the SC Members agreed that the arrangements proposed for the per diems will be applied as of 28 January 2009 and a description document will be prepared by the Secretariat and be put on the website.</p> <p>3) Liaison officers:</p> <p>EIPA proposed to replace the previous "Option B Resources" with so-called Liaison Officers to take over at least some, if not all, of the functions previously provided by the Option B persons. All recognised the importance of having a person, who is well aware of the functioning of the administration to cover at least a part of the functions, which are required of the liaison officers, including in particular support to the SC members to invite, identify and select appropriate participants to the training activities. Apart from this, there are a number of functions which may require a specific expertise or extra work. Several options were considered: some administrations consider having third parties to carry out at least part of the work</p>	

while other administrations put emphasis on having this expertise in-house.

As for the option-B/liaison officers it was **agreed** that the Secretariat will draft a proposal for approval by the SC. Prior to being circulated to the SC, the proposal will be consulted with the Commission to ensure compliance with transparency requirements and the EU's financial regulation.

4. Recruitment, selection and appointment of the ReSPA Director

In absence of the two SC Members who applied for the position of ReSPA Director, Jadranka Djurkovic, as Chair of the Selection Committee, reported on the outcome of the selection interviews as well as the Selection Committee's recommendations regarding criteria to be included in to a new call for applications and regarding the procedure to be applied in this context.

The Selection Committee proposed a reformulation and clarification of the key requirements. After discussion it was **decided** to slightly adjust the criteria for the position proposed by the Selection Committee. Hereafter, the **approved** proposed new wording of the requirements is:

- Having obtained a post-graduate University degree, minimum a Masters or equivalent;
- A minimum of 10 years of relevant professional experience;
- 5 years of management experience in Public Administration incl. the management of people, budget responsibilities and/or change management;
- Ability to work both independently as part of a team in a multicultural environment;
- Excellent communication skills. The candidate will be expected to speak at meetings organised by ReSPA or when invited to represent ReSPA in international meetings.
- Fluency in oral and written English. Knowledge of SEE languages and other EU languages will be an asset.
- Fully computer literate.
- The candidate shall come from one of the members of ReSPA and have no criminal record or pending indictment;
- In addition, it would be an asset if the candidates have professional experience in an international environment and the knowledge and experience of SEE Public Administration, networking and fund raising experience, involvement as a trainer or manager of training in such fields of HRD, European Integration Project Management.

It was **decided** that the Secretariat will send the adjusted text to the SC members by Friday 30 January 2009. The Selection Committee recommended to the SC to republish the call for application and proposed to extend the deadline for application from 20 to 30 days. As regards the calendar of the recruitment and selection process, it was **decided**:

- The adjusted announcement will be issued on 9 February;
- The deadline for receiving applications is 9 March 2009;
- In the week of 16 March 2009 the Selection Committee will meet to prepare the shortlist of three candidates to be interviewed.
- Possibly in the week of 30 March 2009, the interviews will take place;
- In the week of 27 April 2009 the Selection Committee will inform the Steering Committee of its recommendation.

It was **decided** that the Chair of the Selection Committee will invite the applicants of the previous round to reapply. It was **confirmed** that the Selection Committee is composed of the same people who participated in the previous phase and that the meetings will take place in Podgorica.

5. Presentation of the 2008 Activity Report by the Secretary and from the Steering Committee Members	RESPA/SC(2009)1/002
<p>According to article 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 at least two weeks prior to the date of the session.</p> <p>Nicolas Dubois presented the report on the implementation of the Programme of Work 2008. The comprehensive presentation of the report and comments can be seen not just as a summary of the work, but also as an analysis of what was good and what could have been improved, and there are a number of lessons learned for the future activities. Gratitude was expressed to the ReSPA team at the OECD for the great work and support that was done over the previous years.</p> <p>Suggestions were made to:</p> <ul style="list-style-type: none"> - Explore how local trainers can be involved in the training activities; - To focus on quality, context and methodology; - To explore how the translated materials for the legal drafting course delivered by BAKOV could be of any use again. 	

6. Adoption of the Programme of Work 2009	RESPA/SC(2009)1/006
<p>Art 18 of the Rule 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.</p> <p>Based on the comments made during the 9th meeting in Sarajevo, the first draft of the Programme of Work (PoW) 2009 was revised and presented by Harry List.</p> <p>The revised PoW 2009 was well received by the SC Members. – It was commented that the duration of the training activities mentioned in the PoW is indicative. Furthermore it was emphasized by Harry List that the training programme as it was presented does not fully cover 2500 days of training. As earlier discussed, some additional training programmes will be developed and identified throughout the year based on current needs, successful programmes to be repeated, etc.</p> <p>It was confirmed that EIPA strongly approves the development of a pool of regional trainers. It has to be explored how local trainers can be involved more and more in the training programmes and how this local pool of trainers can be developed. The Sc stressed the importance of having a list of people with quality at least in content but hopefully also in methodology. As regards how to register the local trainers (database), there are some EU directives and regulations that have to be complied with.</p> <p>From the RCC through the EC two training suggestions were communicated:</p> <ol style="list-style-type: none"> 1. Public Private Partnership in view of the area of economic development 2. Development of human capital <p>A topic for the meeting of the EU Schools of Administration was suggested as “How the results of training can be presented”.</p> <p>Communities of practice were seen as a good instrument to bring practitioners together and to learn from experiences. It could be done for instance as a follow-up from a training programme.</p> <p>With these comments, it was agreed that the PoW 2009 should not be considered as a draft anymore, but as the adopted PoW 2009. Although some fine tuning needs to be made (dates and trainers to be added), this adopted PoW 2009 will be the working basis of activities for 2009.</p>	

7. Endorsing of By-Laws	RESPA/SC(2009)1/003 RESPA/SC(2009)1/004 RESPA/SC(2009)1/005
<p>At the 9th 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 have been distributed and discussed. The comments made on Rules and Procedures and the draft Staff Regulations have been incorporated. The draft financial regulations have been discussed by the Steering Committee and following that there was a specific meeting afterwards with financial experts in Podgorica on 4 December 2008. On the basis of this working group, the document has been revised and was presented during the 10th SC Meeting.</p> <p>Nicolas Dubois presented the 3 different documents that accompanied the agenda. After presentation and discussion of the by-laws, the documents were approved by the Steering Committee. It was agreed that the changes will be incorporated and will be presented to the Governing Board as recommendation as soon as the Governing Board is ready to take this decision.</p>	

8. Any other business	
<p>Information was given on the following items:</p> <p><u>Status of ratification</u> BiH and UNMIK have not yet signed. The ratification process has already started. As soon as five out of seven have ratified it, the International Agreement enters into force. ReSPA will be able to function without the two missing parties, but it is important to speed up.</p> <p>BiH informed that during the Council of Ministers on Thursday 29 January, the signing of the agreement will be on the agenda. After that the procedure through the presidency will follow and after that it will be signed and the ratification procedure will follow. The actual signing maybe expected by the end of February and after that by the end of May the ratification will have taken place because it has to be again approved by the presidency and before that the Parliament gives a recommendation. BiH added that it has allocated an item in the budget for ReSPA.</p> <p>The EC will get in contact with UNMIK who is legally acting on behalf of Kosovo. It needs to be tried to speed up the process otherwise we risk delaying considerably the Kosovo participation into the process.</p> <p><u>Ratification process for the ReSPA members, who have already signed</u> Albania expects ratification in 2 months time. Croatia is waiting to start the ratification process. They are waiting to receive an official copy of the signed agreement from the Montenegro Government before being able to start the process of ratification. Croatia's financial contribution has already been assigned in the state budget. the former Yugoslav Republic of Macedonia is pretty much in the same situation as Croatia. The Ministry of Foreign Affairs, which is responsible for ratification of international agreements, is waiting for the official document. It should go to the government and then to the parliament. Concerning the funding, the agreed contribution has been secured. Montenegro mentioned that the official document is now in the Ministry of Foreign Affairs and it is their responsibility to proceed with it. Back in Montenegro, Jadranka Djurkovic will check what happened, since she has not been given information. There will be unexpected elections in March, which is priority of the parliament. She will inform the Steering Committee as soon as possible.</p>	

Supply of equipment

Patricia Pennetier informed that there was some delay in the procedure.

The tender now will be published on 4 February 2009.

A clarification meeting combined with a site visit for the potential tenders is foreseen on 5 March 2009.

The deadline for submission of tenders will be 3 April 2009, immediately followed by the evaluation of the tender. The award of the tender is expected by the end of April. According to the calendar maybe the EC will be able to announce the name of the selected tender at the next SC Meeting (end of April 2009). In the beginning of May the contract can be signed.

The delivery of the equipment can subsequently be expected by the end of May/June 2009. Regarding the technical specifications, nothing has changed since last time. There will be three parts, one for computers and electronic equipment, one for furniture and one for the provision of minibus for the school.

In legal terms the building can be taken over once the International Agreement has been ratified and the ReSPA Director has been appointed. Discussions took place about who will have the responsibility of keeping safe the equipment of the building, if it is delivered before the International Agreement is ratified. Several options were proposed and need to be further examined before taking a final decision.

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