

Organising the first meeting of the Governing Board

In the hope that the first meeting of the Governing Board will be able to take place before or during the month of May 2010, several points need to be discussed and agreed when it comes to the preparation and organization of this meeting.

The points below serve as a starting point to discuss the preparation of this meeting:

- Who will **contact the ministers** (e.g., can it be assumed that this will be done by the SC members of the respective ReSPA members with an official invitation by the chair of the SC?)
- **The dates:** the meeting needs to take place six weeks after the ratification of the international agreement by at least the fifth ReSPA member. If a possible date of signing of the IA by the 5th ReSPA member will be clear during the 13th SC meeting, it is suggested to set a date for the Governing board meeting. If not, the SC member from that fifth ReSPA member to ratify the IA is asked to kindly inform the European Commission and the Secretariat as soon as the date for the ratification is known, so preparations for the meeting can start.
- **Who will be present during this meeting?** For example, is it safe to assume that the respective ministers of the Governing board will be assisted by the SC members? Are the ministers likely to have other advisors? Who will come from the European Commission? Will the Ministers from the first country to ratify the IA chair the meeting? and if so, how should the minister be briefed? By the relevant SC member?
- Connected with the above: Should the **media** be invited? Who will invite? Should we prepare a press release?
- Points for the agenda:
 - Approval of the nominated ReSPA Director;
 - Approval of the Financial and Staff Regulations;
 - Approval of the main goals to be achieved for 2010 and possible 2011;
 - Discussion on the status and role of ReSPA;
 - Any other points.
- It needs to be discussed what documentation should be send to the Governing Board members.