



**Regional School of Public Administration** (Phase 2)

This project is financed by the EU



RESPA/SC(2010)A1

## **13<sup>th</sup> Session of the Steering Committee Meeting**

Podgorica (MNE), 2 February 2010

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### **AGENDA**

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- 1. Adoption of the Agenda**
- 2. Approval of the List of Decisions, 12<sup>th</sup> Session of the Steering Committee, Sarajevo, 8 October 2009**
- 3. Progress Report for August – December 2009**
- 4. Update on the EC supply tender for ReSPA**
- 5. Update on the signature/ratification of the International Agreement**
- 6. Outcomes of the recent consultations in relation to IPA Multi-beneficiary programming for 2011-2013 in the field of Public Administration Reform: role of ReSPA**
- 7. Programme of Work and Main Goals for ReSPA for 2010**
- 8. Staffing of ReSPA**
- 9. Visibility and publicity: Theme of Annual Publication**
- 10. Financial and staff regulations: Result of consultation with expert**
- 11. Discussion on how to proceed with preparing for the first Governing Board meeting**
- 12. Any other business**

## ANNOTATIONS TO THE AGENDA

<b>1. Adoption of the Agenda</b>	<b>RESPA/SC(2010)A1</b>
<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> <li>○ <b>Agree to</b> the meeting agenda.</li> </ul>	
<b>2. Approval of the list of decisions, 12th session of the Steering Committee, Sarajevo, October 2009</b>	<b>RESPA/SC(2009)M3-FINAL</b>
<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 12<sup>th</sup> Session. The comments received were duly incorporated. No objections were made during the following 2 weeks, and therefore the list of decisions was considered informally approved. Some editorial comments were received and have been incorporated into the attached version of the LoD.</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><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> <li>○ <b>Approve</b> the list of decisions of the 12<sup>th</sup> Session of the Steering Committee.</li> </ul>	
<b>3. Progress Report for August – December 2009</b>	<b>RESPA/SC(2010)1-001</b>
<p>The ReSPA Secretariat will present its report describing the activities organised during the mentioned period, including the extent to which the rate of participations against the benchmark of 2.500 participant days of training were met.</p>	
<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> <li>○ <b>Take note</b> of the progress report submitted by the ReSPA Secretariat.</li> </ul>	
<b>4. Update on the EC supply tender for ReSPA</b>	<b>[No document foreseen]</b>
<p>After two unsuccessful calls for tender of the supply of IT equipment and furniture to ReSPA, the European Commission decided to proceed to tendering by negotiated procedure, which led to the signing of contracts with separate companies for a total amount of €852,795. The SC will be informed hereof.</p>	
<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> <li>○ <b>Take note</b> of the information provided.</li> </ul>	

<b>5. Update on the ratification/signature progress of the International Agreement (IA)</b>	<b>[No document foreseen]</b>
<p>At the time of the 13<sup>th</sup> SC Meeting, Albania, Bosnia-Herzegovina, the former Yugoslav Republic of Macedonia and Montenegro have ratified the Agreement.</p> <p>According to its Article 27.2, the IA shall enter into force when five of the seven parties have deposited their instruments of ratification.</p> <p>The ratification progress of the ReSPA members was also discussed during the 12<sup>th</sup> SC Meeting. Since then, the Commission has taken a number of steps to establish official contacts with the Croatian and Serbian authorities with a view to clarifying their positions.</p>	

<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> <li>○ <b>Update</b> the SC Members on the ratification/signature progress of the IA.</li> </ul>
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<b>6. IPA Multi-beneficiary Programming</b>	<b>RESPA/SC(2010)1-002</b>
<p>1) IPA Multi-beneficiary programming 2009 – Amendment to the Commission Decision An amendment to the Commission Decision on the IPA Multi-beneficiary Programme 1 for 2009 is underway, aiming to modify the proposed intervention for ReSPA as of 2010. The main change introduced consists of securing a second consecutive service contract between the Commission and EIPA for a period of 18 months starting on 1 April 2010. In this perspective, the Commission and EIPA will soon start negotiations on the terms of their contractual arrangements.</p> <p>2) IPA Multi-beneficiary programming 2011-2013: The European Commission has been engaged in a number of consultations with IPA beneficiaries in the Western Balkans and Turkey since September 2009, the aim of which is to define priorities for IPA Multi-beneficiary programming in a number of targeted sectors, including public administration reform and governance. Directions for future IPA MB interventions have been put together, which include proposals for a number of targeted projects to be launched between 2011 and 2013. In the case of the PAR, it has been agreed that, as far as possible, the existing instruments, like SIGMA or ReSPA would be used to address some of the needs identified. The European Commission will inform the SC on the outcomes of the recent consultations in relation to IPA Multi-beneficiary programming for 2011-2013 in the field of Public Administration Reform and discuss the impact on ReSPA in this context.</p>	
<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> <li>○ <b>Discuss</b> and <b>take note</b> of the information provided.</li> </ul>	

<b>7. Programme of Work and Main Goals for ReSPA in 2010</b>	<b>RESPA/SC(2010)1-003</b>
<p>As agreed at the 12<sup>th</sup> SC meeting, the Secretariat was requested to prepare a preliminary Business Plan for 2010 focusing on the following issues:</p> <ul style="list-style-type: none"> <li>○ The main goals for ReSPA in 2010.</li> <li>○ Thematic areas, which ReSPA should focus on in 2010, as well as an outline of training activities, networking and other corporate events (i.e. a Programme of Work) to be organised by ReSPA in 2010.</li> <li>○ A review of the initial staffing plan developed under phase 1 of the ReSPA project.</li> </ul>	

<p>The attached document, entitled “Draft ReSPA Programme of Work for 2010”, combines the first two bullet points (including institution building objectives) as well as a detailed proposal for activities to be delivered by ReSPA in 2010.</p> <p>The Secretariat’s review of and proposal for the ReSPA Staffing Plan for 2010 will be covered separately under agenda point 8.</p>
<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> <li>○ <b>Discuss</b> and <b>endorse</b> the proposed ReSPA Programme of Work for 2010.</li> </ul>

<b>8. Staffing of ReSPA</b>	<b>RESPA/SC(2010)1-004</b>
<p>The Secretariat will present a proposal for a staffing plan for ReSPA, which identifies the positions by title as well as the main responsibilities and tasks of the respective positions. Once the SC has agreed on the number and main responsibilities of the respective staff categories, the description of the respective job profiles will be elaborated further for the purpose of the vacancy announcements to be published.</p> <p>The proposal is based on a number of considerations, the most important of which are highlighted below:</p> <ul style="list-style-type: none"> <li>• The final number of staff to be recruited and the salaries to be offered can not be determined until a budget is available, which clearly shows <ul style="list-style-type: none"> <li>a) the contributions to be expected from the ReSPA partners, and</li> <li>b) the maintenance and operational costs of the School (including the hotel) for at least the coming year.</li> </ul> </li> <li>• The proposed positions and number of staff members are based on comparisons with other institutes of a similar size.</li> <li>• The proposal suggests to start with a small team, which on the one hand has the best conditions to develop and implement a corporate strategy, identity and culture while, on the other hand, being large enough to be able to cover all essential tasks. Once ReSPA has found its place on the market, the number of staff can be gradually increased based on a) growth in the volume of work, b) the contributions from the ReSPA partners and c) income generated through self-acquired activities and projects.</li> <li>• The proposal seeks to avoid the creation of full time positions for which a full workload is not certain. The proposal therefore goes a step further to suggest that tasks or services, which are necessary for the functioning of ReSPA but where the workload is not estimated to justify create a full-time position, are outsourced.</li> </ul> <p>NB: it is understood that the final decision on staffing will be that of the Director and the Governing Board. The work related to these aspects can therefore be of a preparatory nature only.</p>	
<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> <li>○ <b>Review and discuss</b> the proposed staffing plan for ReSPA, and to</li> <li>○ <b>Agree</b> on a draft staffing plan and <b>mandate</b> the Secretariat to proceed with elaborating the job profiles/descriptions of services to be outsourced.</li> </ul>	

<b>9. Visibility and publicity: Theme of Annual Publication</b>	<b>RESPA/SC(2010)1-005</b>
<p>As agreed at the 12<sup>th</sup> SC meeting, the Secretariat circulated on 22 October 2009 a list of proposals for the theme of the Annual Publication inspired by the Annual Conference. Only one reaction has been received. In view of the time needed for the authors to prepare contributions for the publication and for the editing of the publication, the current SC session needs to agree on the theme. The SC will further be informed that in view of this delay in deciding the theme, the Secretariat advises that the publication date will most likely be April rather than February 2010.</p>	
<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> <li>○ <b>Discuss and agree</b> on the theme and timing for the annual publication.</li> </ul>	

<b>10. Financial and Staff Manuals: Update</b>	<b>RESPA/SC(2010)1-006</b>
<p>The Secretariat has consulted with Mr. Anthony Miller, the expert involved in preparing the already endorsed Financial and Staff Regulations. Mr. Miller has reviewed the said Regulations. He suggests that work on the two manuals should only be launched once the International Agreement has been ratified, the budget and management of ReSPA has been confirmed by the Governing Board.</p>	
<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> <li>○ <b>Take note</b> of the Secretariat's report</li> <li>○ <b>Endorse</b> its suggestions relative to how to proceed with the preparation of the financial and personnel manuals.</li> </ul>	

<b>11. Discussion on how to proceed with preparing for the first Governing Board meeting</b>	<b>RESPA/SC(2010)1-007</b>
<p>As the ratification procedures among the ReSPA partners progress, the time for the first meeting of the Governing Board approaches. In this respect, it would be helpful for the Secretariat to discuss the SC's expectations to the meetings of the Governing Board and the preparation of them.</p>	
<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> <li>○ <b>Discuss</b> and <b>suggest</b> how the ReSPA Secretariat can best assist to ensure the successful implementation of the Governing Board meetings.</li> </ul>	

<b>12. Any other business</b>
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