

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

**Brussels (BE), 29 April 2009**

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### **AGENDA**

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- 1. Adoption of the Agenda**
- 2. Approval of the List of Decisions, 10<sup>th</sup> Session of the Steering Committee, Zagreb, January 2009**
- 3. Progress made on the Programme of Work 2009**
- 4. Report on the process of the recruitment and selection of the ReSPA Director and recommendation by Ms Jadranka Djurkovic as Chair of the Selection Committee**
- 5. Review of the Meeting with the representatives of the EU National Schools and Institutes of public administration**
- 6. Update on the ratification / signature of the International Agreement**
- 7. Update following the Evaluation Committee for the tender of ReSPA equipments**
- 8. Approval of additional training programmes for 2009**
- 9. Approval of the procedure for the liaison officers**
- 10. Website, Newsletter and visibility of ReSPA**
- 11. ReSPA Annual Conference**
- 12. Any other business**

## ANNOTATIONS TO THE AGENDA

<b>1. Adoption of the Agenda</b>	<b>RESPA/SC(2009)A2</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, 10th session of the Steering Committee, Zagreb, January 2009</b>	<b>RESPA/SC(2009)M1-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 10<sup>th</sup> Session. The comments received were 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"> <li>○ <b>Approve</b> the list of decisions of the 10<sup>th</sup> Session of the Steering Committee.</li> </ul>	
<b>3. Progress made on the Programme of Work 2009</b>	<b>RESPA/SC(2009)2-001</b>
<p>With EIPA as the new contractor of the ReSPA programme a start has been made with the implementation of the Programme of Work 2009.</p> <p>The ReSPA Secretariat will present their report describing the activities organised so far and the preparations made for the coming period. In addition, the secretariat will provide an update on the rate of participation against the benchmark of 2.500 participant days of training.</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. Recruitment, selection and recommendation of the ReSPA Director</b>	<b>RESPA/SC(2009)2-002 RESPA/SC(2009)2-003</b>
<p>As decided at the 10<sup>th</sup> SC meeting in Zagreb the criteria for the position of the ReSPA Director were slightly adjusted and a second call for applicants was announced. A meeting of the Selection Committee took place on 18-19 March 2009 in Luxembourg 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 correspondence from the Chair of the Selection Committee, four candidates were meeting the formal selection criteria with a very slight difference. For that reason approval was asked to carry out interviews with four candidates. These interviews have taken place in Podgorica on 30-31 March 2009.</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 Selection Committee's recommendations as regards the ReSPA Director.</li> </ul>	
<b>5. Update on the ratification/signature progress of the International Agreement (IA)</b>	
<p>At the time of the 10<sup>th</sup> SC Meeting BiH and UNMIK had not yet signed the International 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 10<sup>th</sup> SC Meeting.</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>	
<b>6. Results of the Evaluation Committee for the tender supplies</b>	
<p>The EC published the tender for the equipment (3 lots) on 4 February 2009. The deadline for submission of the tenders will be 3 April 2009, followed by an evaluation on 15-17 April 2009. Provided that the awarded candidate has officially been informed by the EC, the SC will be informed on the final result of the evaluation committee.</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>7. Review of the Meeting with the representatives of the National Schools of Administration from the Member States</b>	
<p>Prior to the 11<sup>th</sup> SC meeting a meeting with representatives of the National School of Administration from EU Member States was held in Brussels on 28 April 2009.</p> <p>The main aim of this meeting is to promote multilateral cooperation between the EU and Western Balkan Schools and institutes of public administration.</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>review</b> the meeting and to suggest which contributions could be considered to include in the ReSPA training programme.</li> </ul>	
<b>8. Approval of additional training programmes for 2009</b>	<b>RESPA/SC(2009)2-004</b>
<p>At the 10<sup>th</sup> SC meeting in Zagreb the SC approved the Programme of Work 2009.</p> <p>In the list of decisions it was stated that some additional training programmes will be developed throughout the year based on current needs, successful programmes to be repeated, etc</p> <p>The ReSPA Secretariat has submitted a proposal with some additional training programmes. Apart from these proposed trainings some programmes presented on 28 April by the National Schools of Administration of the EU Member States may meet the need and interest of the SC Members.</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>approve</b> training programmes proposed by the ReSPA Secretariat and EU National Schools.</li> </ul>	
<b>9. Approval of the procedure for the liaison officers</b>	<b>RESPA/SC(2009)2-005</b>
<p>During the 10<sup>th</sup> SC meeting a discussion took place on the appointment and financial compensation of the liaison officers which ended in the decision that the ReSPA Secretariat would draft a proposal for approval by the SC. Prior to circulation to the SC Members, the proposal will be consulted with the EC to ensure compliance with transparency requirements and the EU's financial regulation.</p>	
<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> <li>○ <b>Agree</b> on the proposal for the financial compensation of liaison officers.</li> </ul>	

<b>10. Website, Newsletter and visibility of ReSPA</b>	
<p>As for the website and newsletter there was a good exchange of views during the 10<sup>th</sup> SC meeting, including suggestions that these media become more oriented towards the users. Moreover, the suggestion that the website could not only be used for publication of ReSPA papers and to inform about ReSPA and its activities, but in addition as 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 11<sup>th</sup> SC Meeting would be too late, the SC members were invited to make their (additional) comments by e-mail, in order to make a conclusion during the 11<sup>th</sup> SC meeting.</p> <p>The ReSPA Secretariat will initiate an exchange of ideas that will serve as an input for this agenda point. Meanwhile, the update of the web and production of the newsletter will continue as done in the previous period.</p>	
<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> <li>○ <b>Review</b> and <b>endorse</b> the suggestions for the use of the website and newsletter.</li> </ul>	
<b>11. Annual Conference</b>	<b>RESPA/SC(2009)2-006</b>
<p>With regards to the topic of the annual conference a few items were mentioned during the 10<sup>th</sup> SC meeting. It was decided that the ReSPA Secretariat would prepare a discussion paragraph on the items proposed for the annual conference and have this circulated among the SC members.</p>	
<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> <li>○ <b>Decide</b> upon an item for the ReSPA annual conference.</li> </ul>	
<b>12. Any other business</b>	