

List of Decisions

2nd Steering Committee Meeting

Skopje, 20 November 2006

All signatories and parties of the ReSPA protocol of cooperation, but the State Union of Serbia and Montenegro, were present at the Second Steering Committee Meeting.

In its Second session, the Steering Committee, Chaired by the EC, took the following decisions:

1. Adoption of the Agenda	RESPA/SC/(2006)A2
The agenda of the meeting was adopted .	

2. Adoption of the Minutes of the May 2006 SC Meeting	RESPA/SC(2006)M1
The minutes of the May 2006 SC Meeting were adopted . A summary of the description of the Action agreed upon with OECD for the first year of Phase one was distributed to Steering Committee members. See Annex 2, "DESCRIPTION OF THE ACTION"	

3. Progress report by the Chair	
<p>The chair made an oral report on the main actions/decisions since the signature of the protocol of cooperation in May 2006. The following items were noted:</p> <ul style="list-style-type: none"> ○ Development of draft Rules of Procedure, ○ Participation in the NISPAcee conference on the working group dedicated to ReSPA, ○ Amendment of Commission decision related to the CARDS 2005 Regional Programme to allow for the co-operation with OECD (August 2006), ○ Drafting of contract/contribution agreement with OECD, informing Member States in the Council and in the CARDS Committee, ○ Preparation of assistance for 2008 (increase in foreseen budget from 1m. to 1.5m) ○ Adoption of Commission Decision for CARDS 2006 Regional Programme ○ Completion of Draft Rules of Procedure for Phase 1 	

- Work with EU MS in CARDS committees
- Conclusion of the discussion with the OECD on the ReSPA project and its management
- Work on the first ReSPA conference
- Work on the organisation of the second steering committee.

The Chair takes note of the interest expressed by the Steering Committee Members to see ReSPA become operational in the shortest possible time.

4. Adoption of the Rules of Procedure for 2007 - 2008

RESPA/SC(2006)2/001

And RESPA/SC/(2006)2/001/FINAL

The Draft Rules of Procedure for 2007 – 2008 were **adopted** with amendments as set out in Annex 1 to the current list of Decisions: Rules of Procedures.

The Chair proposed any EU language could be used as ReSPA working language. Steering Committee decided to adopt English as its working language (see Article 13 of the Rules of Procedure)

5. Indicative Work Programme for 2007

RESPA/SC(2006)2/003

After having discussed the indicative work Programme developed and presented by Secretariat, the Steering Committee **asked the Secretariat to develop the 2007 work programme** for adoption in the 3rd session of the Steering Committee (31 January 2007. Draft documents will be circulated for discussion prior to the meeting). The Steering Committee requested the Secretariat to give priority to the following items:

Steering Committee: Well prepared meetings, with advance circulation of documents (as set out in the draft Rules of Procedure), including one meeting with the Schools of Public Administration from EU Member States

Communication: Development of the Website

Institution Building: Following the proposal of Steering Committee members, the Secretariat will produce 2 scenarios for the Rulebook, the job descriptions of the Secretariat staff, recruitment process and induction for ReSPA Staff in Phase 1: on top of the current staff of the secretariat, **option A** will propose limited staff of the region contracted to work in Paris, **option B** will propose one person per beneficiary country/entity to be contracted to work in the relevant Schools of Public Administration/Civil Service Agency in the Region.

Training activities: proposals for the implementation of PSER and of 2 to 4 “ordinary trainings” in the course of 2007.

Annual conference and the first meeting of the heads of Schools of Public administration in the Western Balkans.

The Chair invited Steering Committee Members to contact the Secretariat with proposals for themes and locations for these events.

6. Calendar of Steering Committee Meetings 2007	RESPA/SC(2006)2/002
<p>The Steering Committee decided the following dates and locations of the 2007 sessions:</p> <p>Third session of the Steering Committee: 31 January 2007 in Podgorica; The Secretariat will report on the 2006 activities and Steering Committee Members on their regional cooperation efforts. The 2007 work programme will be adopted. Discussion on Rulebook, the job descriptions of the Secretariat staff, recruitment process and induction for ReSPA Staff in Phase 1.</p> <p>Fourth Session of the Steering Committee: 25 – 26 April 2007, in Brussels; This session will mostly focus on the cooperation with institutions sharing the same objectives. A meeting with the EU schools public administration and other stakeholders will take place on the second day.</p> <p>Fifth Session of the Steering Committee: November 2007, Pristina; (Precise date to be decided at the Third Session). During this session, the SC will review 2007 activities and progress, give guidance for the 2008 work programme, and decide on the dates and locations of the 2008 Steering Committee Sessions.</p>	

7. UNDP Suggestion to cooperate on the establishment of Communities of practice	
<p>The Steering Committee agreed to merge points 7 & 8 of the agenda of the meeting and postpone discussion on this point to the next Steering Committee meeting. It mandated the Secretariat to exchange information with UNDP and report to the next Steering Committee session.</p>	

8. Networking ReSPA with existing institutions	
<p>The steering committee agreed to merge points 7 & 8 of the agenda of the meeting and postpone discussion on this point to the next Steering Committee meeting. It mandated the Secretariat to report on networking possibilities to the next Steering Committee session.</p>	

9. Any other Business	
<p>No other item was put on the agenda of the meeting.</p>	

The Chair thanked Steering Committee Members for their contributions and in particular the Civil Servant's Agency in Skopje for hosting the meeting, and **declared the meeting closed**.

Annex 1
ReSPA Rules of Procedure, 2007 – 2008

According to article III.1 of the Protocol of Cooperation on the Creation of the Regional School of Public Administration (hereafter: the Protocol) signed in Brussels on 2 May 2006, the Steering Committee of the Regional School of Public Administration (hereafter: ReSPA), at its 2nd session of 20 November 2006, held in Skopje, approved the following

RULES OF PROCEDURE

OF THE RESPA STEERING COMMITTEE

PART I – INITIAL PROVISIONS

Article 1

(Purpose of these Rules)

These Rules of Procedure spell out the way in which the Steering Committee will execute its tasks according to article III of the Protocol and in line with the objectives described in article I.1 of the Protocol.

Article 2

(Responsibilities of the Steering Committee)

1. The Steering Committee will have the following responsibilities:
 - a) reviewing progress of ReSPA activities;
 - b) providing guidance to the Secretariat concerning the ReSPA plan of activities as well as questions of training methodology;
 - c) suggesting the funding of activities proposed by training providers from the Member States or non-governmental organisations;
 - d) recommending plans for the institutionalisation of ReSPA;
 - e) adopting and amending its Rules of Procedure;
 - f) adopting the work plan of the activities.

PART II - COMPOSITION OF THE STEERING COMMITTEE

Article 3

(Appointment and revocation of Members)

- 1) The Steering Committee has eight (8) members.
- 2) Each Signatory Party of the Protocol, but the Union of Serbia and Montenegro, and the European Commission appoint one Member in the Steering Committee, according to Article II.2 of the Protocol.
- 3) Each Signatory Party of the Protocol, but the Union of Serbia and Montenegro, and the European Commission appoint their Members of the Steering Committee in writing.
- 4) Members can resign or be replaced. Any such change should be communicated in writing to the ReSPA Secretariat.

Article 4

(Responsibilities of Members)

Each Member of the Steering Committee, except the Member designated by the European Commission:

- a) Informs the Steering Committee about the needs of her/his country's public administration system, on the basis of consultation with all relevant stakeholders;
- b) Designates contact persons in her/his national public administration system as facilitators for the implementation of specific ReSPA activities;
- c) Reports at least annually to her/his government's structure responsible for European Integration on the work done within the Steering Committee and achievements in terms of regional cooperation, strengthened administrative capacity, and human resources development as set on in article I.1 of the Protocol.

Article 5
(Substitute Members)

- 1) Each Signatory Party of the Protocol, but the Union of Serbia and Montenegro, and the European Commission appoints a Substitute Member in the Steering Committee.
- 2) The appointment of the Substitute Member is made in the same manner as for the Member of the Steering Committee.
- 3) The responsibilities of the Substitute Member are limited to replacing the Member in case she/he cannot attend Steering Committee sessions. In such a case, the Substitute Member takes over all the rights and obligations of the respective Member, as long as she/he is unavailable.

Article 6
(Chair)

- 1) The Member appointed by the European Commission chairs the Steering Committee.
- 2) In her/his absence the Substitute Member acts as the Chair.

PART III – ORGANISATION OF SESSIONS

Article 7
(Frequency of meetings)

- 1) According to article III.3 of the Protocol, the Steering Committee holds at least two and no more than four formal sessions in each calendar year to review progress and give guidance on future activities.
- 2) Indicative dates of the sessions are set in each annual plan of activities. The precise date for the next meeting is determined at each of the Steering Committee's sessions.

Article 8
(Place of meetings)

In general, the Steering Committee holds its sessions in the region. Upon the decision of the Steering Committee meetings may also take place in the place where the Secretariat has its seat or in other locations.

Article 9
(Convoking meetings)

- 1) The Chair convokes a session by notifying the other Members in writing, at least one month in advance of the planned date for the session.
- 2) The written notice indicates the precise timing and place of the session, and contains a draft agenda.

Article 10
(Materials for sessions)

Documents for the session are submitted to all Members by the Secretariat, no later than seven days prior to the date of the session.

Article 11
(Voting)

- 1) Each Member of the Committee has one vote.
- 2) Each Member of the Steering Committee can delegate its vote for a particular item of the Agenda to another Member, after notifying in writing the Chair.
- 3) Under the guidance of the Chair, the Steering Committee shall strive to make all decisions by consensus of all members present.
- 4) If a consensus cannot be achieved, the Chair shall put the decision to a vote. All decisions can be made by a majority of the votes represented, with the vote of the Chair deciding in case of a tie.

Article 12
(Quorum for sessions)

A session of the Steering Committee can take place if 5 out of the 8 votes are represented.

Article 13
(Working language)

- 1) The working language of the Steering Committee is English. All communications from the Secretariat, minutes, and other official documents are made in this language.
- 2) Exceptionally, translation to other EU languages shall be made upon written request of a Member.
- 3) Exceptionally, Members can also intervene in the session and present materials in the official languages of the countries they represent. In such cases, the Member notifies in advance the Secretariat, which provides interpretation or translation services within the available resources.

Article 14
(List of decisions)

- 1) After each meeting the Secretariat will provide the Members of the Steering Committee with the list of the decisions taken.
- 2) The list shall be distributed to all Members within a week from the session. Members may request that the Secretariat provides explanatory comments on specific decisions. If no objection is made within the following two weeks, the decisions are considered as informally approved. Formal approval takes place as item 2 of the agenda of the next meeting.

Article 15
(Publicity of decisions)

The decisions of the Steering Committee sessions are published on the ReSPA web site after their formal approval.

Article 16
(Report of activities)

- 1) At the beginning of each calendar year, and as a rule not later than March, the Steering Committee reviews the report of activities, including financial information, for the preceding year. The annual report is prepared by the Secretariat and distributed to the Steering Committee members at least two weeks prior to the date of the session.

Article 17
(Consultations)

- 1) After reviewing the report of activities from the preceding year and before adopting the plan of activities for the following one, and as a rule not later than June, the Steering Committee holds a session devoted to cooperation with non-governmental providers of training and education for public administration, as well as with public institutions from the region and the EU Member States and other international organisations sharing similar objectives.
- 2) The Chairman of the Steering Committee, after consultation with the Steering Committee members, may decide to invite representatives of such training providers as observers to this Steering Committee meeting.

Article 18
(Plan of activities)

- 1) Before the conclusion of each calendar year, and as a rule not later than December, the Steering Committee provides its guidance on the plan of activities for the following year.
- 2) The proposed plan of activities is prepared by the Secretariat, based on input received by the Steering Committee after the consultation process.

PART III – TRANSITIONAL AND FINAL PROVISIONS

Article 19

(Transitional provision)

These rules of procedure are applicable during the Phase One of ReSPA, during which the European Commission will cover the cost of operations.

Article 20

(Final provision)

These Rules enter into force on the day of their approval, and will be made public through the ReSPA web site.

Annex 2

Room document circulated by the Chair in support of point 3 of the Agenda (Progress Report by the Chair).

DESCRIPTION OF THE ACTION

PURPOSE & EXPECTED RESULTS

The present agreement provides resources for the first year of Phase I implementation. Subject to progress made, it is intended to extend it in order to complete the Phase I goals.

Overall objective

- To improve regional cooperation in the field of public administration;
- To strengthen the administrative capacity of the Western Balkan countries.

Specific Objective

- To provide support for the Commission, the ReSPA Steering Committee and CARDS countries/entities to carry out the first year of Phase I of the Outline Plan to implement the ReSPA Protocol.

Results

- The staff of the ReSPA secretariat identified and trained, besides the general Administrator whose identification and training will be subject to a decision on localisation of ReSPA,
- Pursuant to a decision on localisation of ReSPA, arrangements are made for the Secretariat to be established in the region including definition of its legal form and required officers,
- Formal aspects of the ReSPA Secretariat will be completed – including determining organisation, job descriptions,
- Communication instruments (Web, newsletter, editing, etc) designed,
- Networks of training institutions developed (first meeting of Directors of Training Institutions),
- Preliminary training activities delivered,
- Other donors consulted and informed.

Assumptions

Assumptions underlying the action intervention

By facilitating networks of public service practitioners, aligning training experience and undertaking common training, it is intended that public servants will regain trust and upgrade national capacities to collaborate on common issues (including European integration).

The ReSPA initiative essentially fulfils a political goal through a technocratic vehicle.