



**Regional School of Public Administration** (Phase 1)

A Joint Initiative of the European Union  
and the OECD, principally financed by the EU



RESPA/SC(2008)A1

**6TH SESSION OF THE STEERING COMMITTEE**

**PARIS, FRANCE**

**30-31 JANUARY 2008**

**DRAFT AGENDA**

**Day 1: 30 January 2008**

- 1. ADOPTION OF THE AGENDA [RESPA/SC(2008)A1]**
- 2. APPROVAL OF THE LIST OF DECISIONS, 5<sup>th</sup> SESSION OF THE STEERING COMMITTEE, PRISTINA, NOV 2007. [RESPA/SC(2007)M3]**
- 3. PRESENTATIONS OF THE 2007 ACTIVITY REPORTS BY THE ReSPA SECRETARY AND THE STEERING COMMITTEE MEMBERS. [RESPA/SC(2008)1/001]**
- 4. REPORT BY THE ReSPA SECRETARY ON NETWORKING ReSPA WITH OTHER INSTITUTIONS. [RESPA/SC(2008)1/002]**
- 5. REPORT BY A SIGMA EXPERT ON THE PUBLIC PROCUREMENT PROJECT. [ReSPA/SC(2008)1/002-1]**
- 6. ADOPTION OF THE WORK PROGRAMME 2008. [RESPA/SC(2008)1/003]**

**Day 2: 31 January 2008**

- 7. INSTITUTIONALISATION OF ReSPA. [RESPA/SC(2008)1/004]**
- 8. ANY OTHER BUSINESS**

## ANNOTATIONS TO THE AGENDA

<b>1. Adoption of the Agenda</b>	<b>RESPA/SC(2008)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, 5th session of the Steering Committee, Pristina, Nov 2007.</b>	<b>RESPA/SC(2007)M3</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 5<sup>th</sup> Session. No 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 5<sup>th</sup> Session of the Steering Committee.</li> </ul>	
<b>3. Presentations of the 2007 Activity Report by the Secretary and from the Steering Committee Members.</b>	<b>RESPA/SC(2008)1/001</b>
<p>According to Art. 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 Members at least two weeks prior to the date of the Session.</p> <p>The 2007 Activity Report covers the period from 1<sup>st</sup> January 2007 to 31<sup>st</sup> December 2007.</p> <p>According to Art 4 of the Rules of Procedure, the Steering Committee Members are expected to inform the Steering Committee of the needs of his/her country's public administration system, but also to report on the country's achievements in terms of regional cooperation.</p> <p>Except for the European Commission, Steering Committee Members are invited to provide the ReSPA Secretary with their written contributions no later than 21 January 2008. (According to Art 10 of the Rules of Procedure, the Secretary will circulate the country contributions to the other SC members no later than a week before the session).</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> the reports of activities.</li> </ul>	

<b>4. Report by the Secretary on networking ReSPA with other Institutions.</b>	<b>RESPA/SC(2008)1/002</b>
<p>Establishing ReSPA within existing professional networks is part of the objectives of Phase 1. It is suggested that the following steps are taken during the second year of Phase 1 to meet this objective:</p> <ul style="list-style-type: none"> <li>○ <b>ReSPA organises a second meeting of representatives of EU Schools of PA</b>, in the first half of 2008. The objective of the meeting will be to introduce ReSPA, present its work programme, seek support (mobility schemes, speakers, access to existing modules, etc), and envisage formal co-operations.</li> <li>○ <b>ReSPA continues to cooperate with NISPAcee and seeks membership as soon as ReSPA's legal basis is established.</b> The Secretary and Steering Committee Members will participate at the May 2008 Annual Conference. ReSPA will implement selected NISPAcee activities in 2008 and start the preparation of the 2009 NISPAcee annual conference in Montenegro.</li> <li>○ <b>ReSPA maintains contacts with the College of Europe.</b> A selection of ReSPA trainees will be invited to join the College of Europe's Summer School in July 2008.</li> <li>○ <b>ReSPA maintains and develops contacts with EIPA.</b> The SC was informed in the 5<sup>th</sup> session of the agreement between the EC and EIPA on EIPA's involvement in the implementation of ReSPA Phase 2. Subject to formal confirmation, in April 2008, under the auspices of ReSPA, the ReSPA signatories will be invited to sign bilateral agreements with EIPA, granting the signatories Associate Membership to EIPA's Board of Governors.</li> <li>○ <b>ReSPA seeks EGPA and IASIA membership as soon as ReSPA's legal basis is established</b>, and participates at the 2008 Annual Conferences.</li> <li>○ <b>ReSPA organises the Second Meeting of the Heads of Schools of PA in Albania.</b> As discussed in the 5<sup>th</sup> SC meeting, it will concentrate on the regional training needs analysis.</li> <li>○ <b>ReSPA continues to develop contacts with recognised organisations</b> sharing the same objectives.</li> </ul> <p>Document <b>RESPA/SC(2008)1/002</b> enumerates the steps taken by the Secretary in the course of 2007 to associate ReSPA with existing networks and coordinate with institutions sharing similar objectives.</p>	
<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> <li>○ <b>Ask</b> the Secretary to continue the development of institutional cooperation.</li> </ul>	

5. Report by a Sigma expert on the Public Procurement project.	ReSPA/SC(2008)1/002-1
<p>In its 5th Session, the Secretary of the ReSPA Steering Committee informed the Steering Committee of the finalisation of the report on the need for training in the field of Public Procurement.</p> <p>The decision to initiate this analysis was taken at the first ReSPA meeting of the Heads of Schools of Public Administration, held in Ljubljana in June 2007.</p> <p>The ReSPA team at the OECD cooperated with Sigma as well as with the ILO-ITC in the preparation of the report. A conference took place in November 2007 at the ILO-ITC convening Senior Public Procurement Experts from the Western Balkans region.</p> <p>The attached report was produced by Sigma, ILO and ReSPA experts and presented and discussed on the occasion of the November 2007 meeting.</p>	
<p><i>Committee action</i></p> <p>The Steering Committee invites the Chair to:</p> <ul style="list-style-type: none"> <li>○ <b>Identify funding mechanisms</b> for project implementation in 2008-2009, following the IPA programming cycle and procedures.</li> </ul>	

6. Adoption of the Work Programme 2008.	RESPA/SC(2008)1/003
<p>In its 5th Session, in accordance with Art. 18 of the Rules of Procedure, the Steering Committee provided guidance to the Secretary on ReSPA's 2008 Work Programme.</p> <p>During Phase 1, not only operational activities need to be delivered (training, etc.), but also work on the institutional design of ReSPA will need to be completed to prepare for transition to Phase 2.</p> <p>This document provides the Steering Committee members with a Work Programme for 2008, containing information on the following items:</p> <ul style="list-style-type: none"> <li>○ Ordinary sessions of the Steering Committee;</li> <li>○ Training sessions;</li> <li>○ Annual Conference;</li> <li>○ Annual Meeting of the Heads of School of Public Administration in the Region;</li> <li>○ Institution Building. According to article V 1 of the ReSPA Protocol of Cooperation, the MoU for ReSPA phase 2 should be signed by the parties 2 years after the entry into force of the 2006 Protocol of Cooperation. This section will include scenarios for the IB work in the first half of 2008, including the work to be done with the future host country, and with the Steering Committee Members in preparation of the Memorandum of Understanding (MoU) for ReSPA Phase 2. One, maybe two, additional meetings of the Steering Committee before May 2008 might be required in order to finalise the text of the MoU.</li> </ul>	
<p><i>Committee action</i></p> <p>The Steering Committee is invited to:</p> <ul style="list-style-type: none"> <li>○ <b>Adopt</b> the 2008 Work Programme</li> </ul>	

7. Institutionalisation of ReSPA.	RESPA/SC(2008)1/004
<p>At the 5<sup>th</sup> session of the SC, the SCM were presented with the outcome of the discussions with EIPA, associating ReSPA's further institutionalisation in the Western Balkans with EIPA. In November 2007, the ReSPA signatories were invited by the EC to present candidacies for hosting ReSPA. On 16-17<sup>th</sup> January 2008, an expert meeting – will meet to shortlist the most adequate candidacies.</p> <p>Presentation by the chair or ReSPA team at the OECD of the conclusions and recommendations of the expert's meeting, followed by the presentations of the short-listed candidacies by the respective SC Members.</p> <p>The SC will be invited to decide on the future location of ReSPA.</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> on the future location of ReSPA.</li> </ul>	

8. Any other business.
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