

**DRAFT RESPA LIST OF DECISIONS**  
**12<sup>TH</sup> SESSION OF THE RESPA STEERING COMMITTEE**  
**SARAJEVO**  
**8 October 2009**

**12<sup>th</sup> ReSPA Steering Committee, 8 October 2009, Sarajevo**

According to art 14 of the Rules of Procedures, the Secretary submits to the members of the Steering Committee the list of decisions within 7 days after the session. If no objection is made during the following 2 weeks, the list of decisions is considered informally approved.

Art 14 of the Rules of Procedures stipulates that formal approval should take place at the beginning of the following session.

*Committee action*

The Steering Committee is invited to:

**Approve** the list of decisions of the 12<sup>th</sup> Session of the Steering Committee.

Before starting work on the agenda for the 12<sup>th</sup> Steering Committee (SC) meeting, the Chairman

- drew attention to the fact that all signatories and parties of the ReSPA protocol of cooperation were invited and had confirmed participation at the 12<sup>th</sup> Steering Committee meeting. Eventually, Mr. Shahzad Bangash of UNMIK in Kosovo was prevented from being present in person on the day due to *force majeure* (see attached copy of fax from Austrian Airlines). A telephone conference connection was sought to be established via internet, which, however, continuously broke down, and eventually had to be abandoned;
- thanked Bosnia-Herzegovina's SC member, Assistant Minister Mr. Niko Grubescic, for hosting the meeting and providing the excellent meeting room; and
- welcomed Ms. Ivana Djuric, Head of Section from the Serbian European Integration Office, who had been delegated to represent Serbia in the meeting due to the unavailability of the Steering Committee member and deputy member.
- congratulated the Croatian Steering Committee Member, Mr Davor Ljubanovic, on his appointment of State Secretary at the Ministry of Public Administration.

The Chairman hereafter initiated work on the agenda of the SC meeting:

In its 12<sup>th</sup> session, the Steering Committee chaired by the European Commission took the following decisions:

**1. Adoption of the agenda**

**RESPA/SC(2009)A3**

A proposal from the chairman to advance agenda point 7 (update on the ratification process of the International Agreement) to agenda point 3 was agreed. With this change, the agenda of the meeting was **adopted**. Hereinafter, the agenda points are referred to with the changed agenda number.

<b>2. Approval of the list of decisions, 11th session of the Steering Committee, Brussels, April 2009</b>	<b>RESPA/SC(2009)M2-FINAL</b>
The list of decisions of the April 2009 Steering Committee was <b>adopted</b> and it was <b>decided</b> to post it on the ReSPA website.	

<b>3. Update on signature/ratification of the International Agreement (IA)</b>	
<p>The SC members <b>updated</b> the SC on the above. As Albania and the former Yugoslav Republic of Macedonia have ratified the IA, the update focused on the remaining ReSPA partners.</p> <p>In Bosnia-Herzegovina, the ratification process has started and is expected to be completed by December 2009. The ratification of the IA will be confirmed by the President after consultation of Parliament.</p> <p>Croatia has signed the IA, but ratification, which is done by the Parliament, is being delayed by priority given to more than 40 legal acts, which need to be adopted in order to, respectively, open and close EU accession negotiation chapters. The chairman noted that the European Commission (EC) will seek to promote that ReSPA is put on the national agenda as a priority.</p> <p>In Montenegro, ratification of the IA is on the agenda of the Parliament's plenary session meeting on 15 October. The ratification has been agreed by the Government and the relevant standing parliamentary committee.</p> <p>Serbia's Ministry of Foreign Affairs has received the original IA from Montenegro, and an official translation hereof is currently underway. The Ministers of Public Administration and Self-government and of Foreign Affairs will need to consult. Thereafter, the Minister of Foreign Affairs will submit a formal proposal for ratification on the Government's agenda for approval, whereafter the Parliament will be requested to ratify the IA. The Serbian delegate will inform the Secretariat and the Steering Committee Member from Montenegro, Mrs Jadranka Djurokovic, of the exact timing within two weeks.</p> <p>UNMIK has not yet signed.</p> <p>The EC reminded that it is required that five out of the seven ReSPA partners have ratified the IA before it enters into force. In view of the fact that the buildings housing ReSPA are ready and the outcome of the recent tender procedure for furniture and IT equipment (see agenda point 7), the partners not yet having ratified the IA were asked to ensure that the ratification process progresses rapidly and to inform the Secretariat as soon as possible on progress.</p>	

<b>4. Progress made on the Programme of Work 2009</b>	<b>RESPA/SC(2009)3-001</b>
<p>The ReSPA Secretariat presented its report describing the more than 15 activities with more than 1.600 participant days, which have taken place so far. The report further showed that that the benchmark of 2.500 participant days will be met, and perhaps even exceeded, and that participants appreciate the practical oriented training.</p> <p>On the report, the following comments were made by the SC:</p> <ul style="list-style-type: none"> <li>○ EIPA was commended for its work on organising and implementing the ReSPA training activities;</li> <li>○ the number of local trainers should be sought to be increased, at the latest in 2010; and</li> <li>○ it was requested that SC members and Liaison Officers (LO) were notified earlier of upcoming training activities in order to facilitate the recruitment of relevant participants for the activities, and in this context the SC acknowledged the usefulness of the new, continuously updated list of upcoming activities on the ReSPA website and in the ReSPA Newsletter.</li> </ul> <p>With these comments, the SC <b>took note</b> of the report.</p>	

<b>5. Visibility and publicity: Update on website, newsletter and publications</b>	
<p>The Secretariat reported the following progress:</p> <p>Following the transfer of the <u>website</u> from OECD to EIPA in April, the ReSPA Secretariat has undertaken an inventory and plan for re-organisation of files and documents, which follows the suggestions endorsed at the 11th SC meeting in Brussels. A proposal for layout corresponding to the newsletter's (see below) was presented.</p> <p>In August, the ReSPA Secretariat published the first edition of the ReSPA <u>newsletter</u> in the new format agreed at the 11th SC meeting in Brussels. Apart from the new layout, the main innovations are that</p> <ul style="list-style-type: none"> <li>○ recipients of the newsletter – in order to avoid being blocked by SPAM filters or e-mail account limitations – are notified of the issue by an e-mail containing a link to the newsletter stored on the ReSPA website;</li> <li>○ the newsletter will no longer contain long articles of a scientific or comparative nature, but rather a short summary of the same articles together with a link to the ReSPA website, where the whole article is published; and</li> <li>○ the content of the newsletter has become more people and event oriented, reporting on institutional developments related to ReSPA, important events related to the members' administrations, training events organised during the reporting period and participant reactions, as well as upcoming training activities, networking events, conferences or publications.</li> </ul> <p>The ReSPA Secretariat proposed a preliminary publication date for the 2009 ReSPA <u>annual publication</u> (February 2010), and following the Chairman's invitation to the SC, the members discussed possible themes for the publication. Within two weeks, the Secretariat will formulate and circulate by email a draft title and table of contents to the SC members for comments and approval within one week thereafter.</p> <p>The SC</p> <ul style="list-style-type: none"> <li>○ <b>took note</b> of the Secretariat's progress report,</li> <li>○ <b>endorsed</b> the Secretariat's proposal for the ReSPA website, and</li> <li>○ <b>discussed</b> themes and <b>agreed</b> on the process for approval hereof as well as of the timing for the annual publication.</li> </ul>	

<b>6. Liaison Officers (LO): Update</b>	
<p>Following the 11<sup>th</sup> SC meeting's approval of the proposed procedure for appointment and financial compensation of the LO's, the Secretariat has obtained the names and signed agreements with between 1 and 3 LO's from each ReSPA member except one. The relevant SC member agreed that a final decision with respect to choice of method for compensation will be communicated within one or two weeks.</p> <p>On 23 September 2009, the Secretariat organised a one-day meeting in Maastricht, which was attended by most of the LO's. The objective of the meeting was to review the formal LO agreements and to clarify tasks, quality norms for the performance of all the different tasks and the conditions for payment of the previously agreed compensation.</p> <p>Two SC members suggested that only one LO should be nominated by each ReSPA partner. In the pursuing discussion it was confirmed that a) each ReSPA partner decides for itself how it wishes to organise the LO tasks, and b) the ReSPA website will indicate only one LO per ReSPA partner, namely the one responsible for administrative and logistical tasks. A separate ReSPA e-mail account will be established for the LO in question via the ReSPA website (e.g. Albania-LO@ReSPA....)</p> <p>With these comments, the SC <b>took note</b> of the Secretariat's update report.</p>	

<b>7. Update on the EC tender procedure for ReSPA equipment</b>	
<p>The EC re-launched the tender for the equipment (two lots) in June 2009 with a deadline for submission of tender offers set for 28 August 2009. The tenders were opened on 4 September and the evaluation took place on 8 September 2009. Three of the submitted tenders met the formal requirements, but not all the technical requirements. The tenders in question will be subject to a negotiated procedure to ensure fulfilment of the technical requirements, and it is projected to conclude contracts with the winning contractors before the end of 2009.</p> <p>The SC <b>took note</b> of the information provided.</p>	

<b>8. Discussion on how to proceed with preparing the 2010 Business Plan and job descriptions, etc. for ReSPA</b>	<b>RESPA/SC(2009)3-002</b>
<p>The SC <b>discussed and agreed</b> on the scope of a 2010 Business Plan (BP) for ReSPA as follows:</p> <p>Since the future director of ReSPA should be involved in the development of any comprehensive BP, and that this cannot happen until the Governing Board has convened for the first time and approved the nominated candidate, the SC requested the Secretariat to submit for review and approval at the 13<sup>th</sup> SC meeting a draft Preliminary BP 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>	

<b>9. Discussion on main goals for ReSPA in 2010</b>	<b>RESPA/SC(2009)3-003</b>
<p>Based on the results of the discussion of agenda point 8, the <b>SC discussed</b> the main objectives for ReSPA in 2010, which should be considered by the Secretariat when drafting the 2010 BP:</p> <p>For the purpose of this agenda point, the Secretariat had prepared a discussion paper on <u>thematic areas</u> for ReSPA to concentrate on in 2010, to which the SC had no comments. In addition to the themes proposed in the discussion paper, which should also constitute the basis for Programme of Work (POW) for ReSPA in 2010, the Secretariat was suggested to include in the latter</p> <ul style="list-style-type: none"> <li>○ a pilot project on exchange of officials between the ReSPA partners' administrations;</li> <li>○ proposals for possible co-operation on one or more joint activities in 2010 (e.g. Communities of Practice, a high level workshop and/or publications) with RCPAR (Regional Centre for Public Administration Reform, a UNDP supported initiative);</li> <li>○ establishment of "task forces" to research and develop presentations on specific topics to be presented at the Communities of Practice event and the annual conference in 2010; and</li> <li>○ considerations on which of the activities and events to be included in the POW a) might require interpretation and b) can include local experts as trainers/speakers.</li> </ul> <p>As support to the Secretariat in the preparation of the Programme of Work, the following procedure will be followed:</p> <ul style="list-style-type: none"> <li>- The Secretariat will circulate to the SC members by email a summary of the results from the post-training evaluation by 22 October 2009.</li> <li>- The SC members will compare the summary with the result of needs analyses undertaken within their respective administrations and send their feedback to the Secretariat by 13 November 2009 at the latest.</li> </ul>	

- The Secretariat will prepare a draft POW for 2010 by 27 November 2009 in time for the 13<sup>th</sup> SC meeting.

With respect to institution building (IB), the Secretariat was requested to include into the 2010 BP for ReSPA the above mentioned review of the initial staffing plan developed under phase 1 of the ReSPA project (cf. agenda point 8) as well as suggestions for a revised, initial staffing plan with outlines for job descriptions for staff to be recruited in 2010, once the appropriate number of ReSPA partners have ratified the IA.

Although it was agreed under agenda point 8 that the 2010 BP for ReSPA will not focus on financial perspectives, the SC **discussed** the European Commission's continued support to ReSPA's activities IB assistance (including the phasing-in of a self-standing ReSPA management and new Secretariat and the phasing-out of EIPA) over the next 12 or 18 months.

<b>10. Financial and Staff Manuals: Update</b>	
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The SC <b>took note</b> of the Secretariat's information that the work on the said manuals have yet to be completed, and that it maintains the plan to have a draft ready for the 13 <sup>th</sup> SC meeting.
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<b>11. Evaluation of ReSPA training activities</b>	<b>RESPA/SC(2009)3-004</b>
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The SC <b>discussed</b> a new 2-page <u>evaluation form</u> , which the Secretariat had submitted. Two minor modifications were requested. The Secretariat will circulate a revised draft among the SC members by email by 15 October, and if no comments are received by 22 October 2009, the new evaluation form will be considered <b>approved</b> .
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The SC further <b>discussed and approved</b> the post-training evaluation approach initiated by the Secretariat during July-September, which aims at <u>evaluating the effect</u> of ReSPA training activities. More than 50% of participants having received the Secretariat's questionnaire have replied (ca. 150 out of 230 persons), and the majority of the respondents confirm using the information or methodologies provided at the training and still being in contact with colleagues from other ReSPA partners, whom they met at the training events. Many also give suggestions for other or follow-up training for the future. A summary of the full result of this post-training evaluation will be circulated to the SC members by the 22 October 2009 for the purpose indicated above in agenda point 9.
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<b>12. Discussion on how to proceed with preparing for the first Governing Board meeting</b>	
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This agenda point was <b>postponed</b> to the 13 <sup>th</sup> SC meeting.
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<b>13. Annual Conference</b>	
<p>The SC <b>discussed</b> the Annual Conference, which had taken place on 6-7 October 2009 in Sarajevo prior to the 12<sup>th</sup> SC meeting, and had been attended by 46 persons, excluding the speakers, individuals from UNDP and other authorities who also participated.</p> <p>SC members, who had attended the conference, commended the Secretariat on the relevance and usefulness of the topics put on the agenda of the conference. The SC further made the following <b>recommendations</b> to consider for the 2010 Annual Conference:</p> <ul style="list-style-type: none"> <li>○ Announcement of the conference, including themes to be covered and speakers, longer in advance.</li> <li>○ The need for interpretation.</li> <li>○ More speakers from the administrations of the ReSPA members and the establishment of one or more tasks forces with representatives from the region to prepare presentations (see also agenda point 9 above).</li> <li>○ Fewer topics on the agenda and more time for inter-activity (e.g. longer time for plenary discussions and introduction of workshops).</li> <li>○ Re-consider duration of the conference. Maybe 1,5 days is too short to ensure high level of inter-activity and in-depth analysis and discussion of the topics? Another option could be starting the conference in the afternoon of Day 1 and then continuing the whole of Day 2?</li> </ul>	

<b>14. Any other business</b>	
<p>The SC <b>agreed</b> to the need for a 13<sup>th</sup> SC meeting, the date for which was fixed on <b>7 December 2009</b>. The meeting will take place in Montenegro and include a visit to the ReSPA premises in Danilovgrad.</p> <p>No other point was put on the agenda by the Steering Committee members. The Chairman thanked everybody and <b>closed the meeting</b></p>	

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

Sarajevo, 8 October 2009

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