

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

**Sarajevo (BiH), 8 October 2009**

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### **AGENDA**

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- 1. Adoption of the Agenda**
- 2. Approval of the List of Decisions, 11<sup>th</sup> Session of the Steering Committee, Brussels, April 2009**
- 3. Update on the signature/ratification of the International Agreement**
- 4. Programme of Work for 2009 – Progress Report**
- 5. Visibility and publicity: Update on website, newsletter and publications**
- 6. Liaison officers: Update**
- 7. Update on the EC tender procedure for ReSPA equipment**
- 8. Discussion on how to proceed with preparing the 2010 business plan for ReSPA, job descriptions, etc.**
- 9. Discussion on main goals for ReSPA in 2010**
  - a. Themes and services**
  - b. Institution building**
  - c. Financial perspectives**
- 10. Financial and staff regulations: Update**
- 11. Evaluation of ReSPA training activities**
  - a. Proposal for a new evaluation form**
  - b. Update on efforts to evaluate the effect of training**
- 12. Discussion on how to proceed with preparing for the first Governing Board meeting**
- 13. Review of ReSPA annual conference**
- 14. Any other business**

## ANNOTATIONS TO THE AGENDA

<b>1. Adoption of the Agenda</b>	<b>RESPA/SC(2009)A3</b>
<i>Committee action</i> The Steering Committee is invited to: <ul style="list-style-type: none"> <li>○ <b>Agree to</b> the meeting agenda.</li> </ul>	
<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>
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 objections were made during the following 2 weeks, and therefore the list of decisions was considered informally approved.  Art 14 of the Rules of Procedure stipulates that formal approval should take place at the beginning of the current session.  The Secretary will inform the Steering Committee on the follow up – ("matters arising")	
<i>Committee action</i> The Steering Committee is invited to: <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)3-001</b>
The ReSPA Secretariat will present its 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.	
<i>Committee action</i> The Steering Committee is invited to: <ul style="list-style-type: none"> <li>○ <b>Take note</b> of the progress report submitted by the ReSPA Secretariat.</li> </ul>	

4. Visibility and publicity: Update on website, newsletter and publications	
<p>The ReSPA Secretariat has published the first edition of the ReSPA <u>newsletter</u> in a new format agreed at the 11<sup>th</sup> Session of the SC meeting in Brussels. Due to technical problems, an e-mailing was sent out only in August informing hereof with a link to the ReSPA website, where the newsletter is available. So far, the Secretariat has received much and only positive feedback. The next newsletter is projected to be published on 15 November 2009. The SC members are invited to forward to Ms. Claudia Lisboa (<a href="mailto:c.lisboa@eipa.eu">c.lisboa@eipa.eu</a>) email addresses of any relevant recipients of the newsletter.</p> <p>Work has begun on streamlining the ReSPA <u>website</u> according to the suggestions endorsed at the 11<sup>th</sup> SC meeting in Brussels and with a layout corresponding to the newsletter's. A presentation hereof will be presented at the current SC meeting for review and discussion.</p> <p>As endorsed by the 11<sup>th</sup> SC meeting, the newsletter will no longer contain long <u>articles</u>, but rather contain summaries of such articles with a link to a depository of articles contained at the ReSPA website. The Liaison Officers (cf. agenda point 5) have been requested to submit articles on themes relevant for ReSPA and its activities as well as guidelines for style, format and quality.</p> <p>With respect to the <u>annual publication</u>, the ReSPA Secretariat invites the SC to provide input on possible themes. The Secretariat's own preliminary proposal is "Involvement of the Regional and Local Levels in the National EU Co-ordination". In view of the timing of the the current SC meeting, the time needed for the authors to prepare contributions for the publication and for the editing of the publication, it is projected to publish the publication in February 2010.</p> <p>No progress has been made on developing the proposed <u>leaflet</u> on ReSPA endorsed at the 11<sup>th</sup> SC meeting in Brussels.</p> <p>The Secretariat will update the SC on its contact with Mr Roty for a copy of the film of the EUPAN Conference" for the website.</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 progress report</li> <li>○ <b>Review and endorse</b> the Secretariat's proposal for the ReSPA website.</li> <li>○ <b>Discuss and agree</b> on the theme and timing for the annual publication.</li> </ul>	

5. Liaison Officers: Update	
<p>Following the 11<sup>th</sup> SC meeting's approval of the proposed procedure for appointment and financial compensation of Liaison Officers (LO), the Secretariat has obtained the names of as well as signed agreements with between one and three LO's from each ReSPA partner. On 23 September 2009, a meeting was held at EIPA Maastricht with all the LO's, where the tasks, the performance of the tasks and payment conditions were discussed.</p> <p>At the 12<sup>th</sup> SC meeting, the Secretariat will report on the meeting in more detail and its expectations on the operation of the new system.</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 update report.</li> </ul>	

<b>6. Update on the EC tender procedure for ReSPA equipment</b>	
<p>The EC re-launched the tender for the equipment (2 lots) in June 2009 with a deadline for submission of the tenders on 28 August 2009. The evaluation of the tenders took place on 8 September 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. Update on the ratification/signature progress of the International Agreement (IA)</b>	
<p>At the time of the 12<sup>th</sup> SC Meeting, UNMIK has not yet signed the IA, and Albania and former Yugoslav Republic of Macedonia remain the only two Members to 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 11<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>8. Discussion on how to proceed with preparing the 2010 business plan for ReSPA, job descriptions, etc.</b>	<b>RESPA/SC(2009)3-002</b>
<p>The recent monitoring report on the implementation of the ReSPA Phase 2 contract makes the following recommendation: "<i>Plan the elaboration, in the frame of the Institutional Component of the ReSPA Phase 2, of a comprehensive feasibility study and business plan of ReSPA, encompassing the potential development vectors and fields beyond the strict domain of the WB partner countries' Public Administration training.</i>"</p> <p>While an outline for a Business Plan (BP) for ReSPA was put together within the framework of the previous contract with the OECD, and that this outline could be used as a working basis, EIPA's position has until now been to wait until there is a clearer picture as to where we stand with the ratifications of the IA and the responsibility for the management of the hotel. EIPA further believes that the Management of ReSPA should be involved in the elaboration any "comprehensive feasibility study and business plan," as the latter should be based on a future Management's vision on the one hand and, on the other hand, the feasibility study should review also the feasibility of any such vision.</p> <p>Having said this, and irrespectively of the institutionalisation process, the ReSPA Secretariat appreciates a need for a preliminary BP to guide the continuation of ReSPA activities in 2010 and the initial steps related to institution building (cf. agenda point 8).</p> <p>Prior to actually discussing the contents of a preliminary BP, the Secretariat believes it would be helpful if the SC could first discuss a) the scope of such a preliminary plan and b) how to proceed with the preparation hereof, including who should be involved.</p>	

*Committee action*

The Steering Committee is invited to:

- **Discuss** and to **suggest** the possible scope of a preliminary Business Plan for ReSPA for 2010 as well as how best to proceed with the preparation hereof.

<b>9. Discussion on main goals for ReSPA in 2010</b>	<b>RESPA/SC(2009)3-003</b>
<p>As discussed under the previous agenda point, in order for the ReSPA Secretariat to provide meaningful assistance to obtain guidance from the SC on the goals for ReSPA in 2010, both in terms of institution building (e.g. staffing issues) and financial perspectives (e.g. ReSPA partner contributions, EC support, etc.) as well as in terms of activities (mainly thematic priorities).</p> <p><u>a) Thematic Priorities</u></p> <p>The Secretariat has prepared a suggestion for the SC's consideration. The SC's views on these suggestions will be helpful not only with respect to the preparation of the BP, but also with respect to the preparation of a draft Programme of Work for 2010.</p> <p><u>b) Institution Building</u></p> <p>One of the outcomes of the discussions between the ReSPA partners on the establishment of ReSPA during Phase 1 of the project was a staffing plan. It is suggested to review the staffing plan to see if the then identified staffing needs are still appropriate as well as to prioritise recruitments once the IA has been ratified by at least 5 ReSPA partners.</p> <p><u>c) Financial Perspectives</u></p> <p>Another of the outcomes of the discussions during Phase 1 of the ReSPA project was a preliminary budget. The Secretariat would appreciate guidance with respect to the extent to which a preliminary BP should consider these issues.</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> overall goals of ReSPA on the three issues mentioned above.</li> </ul>	
<b>10. Financial and Staff Manuals: Update</b>	
<p>The ReSPA Secretariat will update the SC on developments. It maintains the plan for a draft of the said manuals to be ready for the 13<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>Take note</b> of the Secretariat's report.</li> </ul>	

11. Evaluation of ReSPA training activities	RESPA/SC(2009)3-004
<p>Up until now, the main method of evaluation of ReSPA training activities has been to request participants to complete the evaluation form developed under Phase 1 of the ReSPA project. In addition, through informal exchanges with participants during activities, ad hoc and anecdotal feed-back has been received. There has been no structured evaluation or analysis of the effect of the training delivered by ReSPA.</p> <p><u>a) Proposal for a new evaluation form</u></p> <p>While the current evaluation form provides some guidance with respect to an overall evaluation of the contents of the programme, it does not provide detailed information on the individual sessions (e.g. maybe the content of a session has been both relevant and of a high quality, but because the chosen methodology was not appropriate or the session dragged out too long, participants may score the session overall as less useful, and vice versa). Nor does it provide useful guidance with respect to the value of the activity in question for the participants' work, how participants learned of the activity or of the organisational side of the activities.</p> <p>For this reason, the Secretariat is submitting a draft for a new evaluation form for the SC's review, which is easier to complete and will allow for a more nuanced evaluation of the training activities as perceived by the participants on the one hand and, on the other hand, for a more useful analysis by the training organisers of the relevance of the activity, the usefulness and quality of the individual sessions, the appropriateness of the applied methodologies, the quality of the trainers and the effectiveness and quality of the organisation of the activities with a view to allow continuous improvement of the programmes.</p> <p><u>b) Update on efforts to evaluate the effect of training</u></p> <p>During the summer, initial trials to obtain post training-feedback on the effect/useful of the training on the work of participants took place through direct interviews or e-mailed questions to participants at selected ReSPA activities. Some of these interviews/replies have been published in the latest edition of the ReSPA newsletter.</p> <p>The experiences obtained by the Secretariat has encouraged it to consider a more structured approach to such a post-seminar evaluation of the effect of ReSPA training activities, the initial thoughts of which will be presented during the SC meeting for discussion.</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> the proposed evaluation form and to proceed with the proposed approach to evaluating the effect of ReSPA training activities.</li> </ul>	

12. Discussion on how to proceed with preparing for the first Governing Board meeting	
<p>As the ratification procedures among the ReSPA partners, 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>13. Review of the Annual Conference</b>	
<p>Prior to the 12<sup>th</sup> SC meeting, the Annual Conference was held in Sarajevo on 6 and 7 October 2009.</p> <p>The main aim of this conference is to exchange and discuss various concepts, practices and experiences on HR topics in the region as well in some EU countries in view of contribution to HR policy development.</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> the conclusions, which can be drawn from the meeting, including whether any of them may effect the work (e.g. activities or publications) of ReSPA.</li> </ul>	
<b>12. Any other business</b>	