



Regional School of Public Administration (Phase 1)

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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 11.2 of the Protocol.
- 3) Each Signatory Party of the Protocol 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 1 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 IV – 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.