

**"Support to the Regional School of Public Administration (ReSPA)"****(3) Standard Summary Project Fiche – IPA centralised programmes****1. Basic information**

- 1.1 CRIS Number:** 2009/021-178
- 1.2 Title:** "Support to the Regional School of Public Administration (ReSPA)"
- 1.3 ELARG Statistical code:** 01.26 - Education and Culture
- 1.4 Location / Beneficiaries:** Western Balkans: Albania, Bosnia and Herzegovina, Croatia, the former Yugoslav Republic of Macedonia, Montenegro, Serbia as well as Kosovo \*

**Implementing arrangements**

- 1.5 Contracting Authority (EU):** European Union represented by the European Commission on behalf of the Beneficiaries.
- 1.6 Implementing Agency:** N/A
- 1.7 Beneficiary:** Civil servants from the Western Balkans

**Financing**

- 1.8 Overall cost (VAT excluded)<sup>1</sup>:** EUR 6 200 000
- 1.9 EU contribution:** EUR 4 400 000
- 1.10 Final date for contracting:** 30 November 2010
- 1.11 Final date for execution of contracts:** 30 June 2013
- 1.12 Final date for disbursements:** 30 June 2014

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\* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence

<sup>1</sup> The total cost of the project should be net of VAT and/or other taxes. Should this not be the case, the amount of VAT and the reasons why it should be considered eligible should be clearly indicated

## **2. Overall Objective and Project Purpose**

### **2.1 Overall Objective**

The overall objective is to improve regional cooperation in the field of public administration, by strengthening the administrative capacity as required by the European integration process and by developing human resources in line with the principles of the European Administrative Space.

### **2.2 Project purpose**

The project purpose is to assist ReSPA in delivering professional training and other activities related to the strengthening of the capacity of public servants in order to upgrade the professionalism of the civil service and to promote European Integration in South Eastern Europe.

### **2.3 Link with AP / NPAA / EP / SAA**

ReSPA is a regional initiative, consisting of representatives of all Western Balkans. Its development is fully compatible with and complementary to the national development plans concerning the public administration reform as ReSPA aims to become the nucleus of a network of the existing schools of public administration in the region and play an advisory role in improving the performance of national administrations.

The “Enlargement Strategy and Main Challenges 2007-2008” paper mentions the importance of administrative capacity as being a crucial aspect in fulfilling the Copenhagen membership criterion on the ability to take on the obligations of membership, as stated by the European Council in Madrid. More precisely the Strategy paper makes reference to ReSPA that will contribute to the strengthening of administrative capacity in the Western Balkans.

The European Commission Communication on "Western Balkans: Enhancing the European Perspective"<sup>2</sup> makes, under the chapter on good governance, direct reference to ReSPA and indicates the commitment of the European Commission to support its establishment and provide funding for the preparatory stages of the project.

Finally, in the conclusions of the European Council held on 19 and 20 June 2008, the European Council "acknowledges the work done by the Regional School of Public Administration (ReSPA) and calls for its development into a fully fledged school".

### **2.4 Link with MIPD**

The Multi-beneficiary MIPD is designed to complement and be consistent with National MIPDs. Areas of intervention are addressed through the Multi-Beneficiary MIPD when a clear comparative advantage is to be gained, for instance through tackling cross-border problems or – as it is the case for this project - in obtaining efficiencies through establishing harmonised approaches.

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<sup>2</sup> COM(2008)127 final, of 5.3.2008

The Multi-beneficiary MIPD 2009-2011<sup>3</sup> foresees the development of ReSPA (section 2.3.1.3.2.). One objective of this chapter is to facilitate further reform and to strengthen civil service and public administrations' capacities for efficient and effective reform implementation. In relation to the activities foreseen the MIPD makes clear reference to the training of civil servants. At a regional level the training of civil servants will be assured via ReSPA.

## 2.5 Link with National Development Plan

**Albania:** The Training Institute of Public Administration (TIPA) and its partner government institutions have undertaken the effort of designing a multi-year training strategy that would respond to the demands of the Albanian participation in the SAP/SAA and the European integration processes. With donor support the training concentrates on different aspects related to European integration, as well as development of managerial, cooperation and negotiation skills.

**Bosnia and Herzegovina:** There is no central horizontal in-service training institution. Most training is provided by different donors, often in support of different Civil Servants Agencies and their training units. Coordination of training activities (and training strategies) among different institutions and at different levels of the government remains weak. Training is being provided in the areas of European integration, management, strategic planning as well as ICT and HRM at both the state and entity level.

**Croatia:** Training in European integration issues is well developed and the same evaluation seems to hold for some special branches of the administration, such as customs or finance. General training under the leadership of the Central State Office for Administration (CSOA) remains limited, importantly due to financing constraints.

The implementation of the Law on Civil Servants and Civil Service Employees in Local and Regional Self-Government in Croatia (adopted in July 2008) as well as the approval of the National Training Strategy for Officials and Servants in Local and Regional Self-Government Units 2009 – 2013 (on 17 September 2008) aims at speeding up the reforms and facilitating the continuous training and improvement of the professional skills of the Croatian authorities at central, regional and local level.

**The former Yugoslav Republic of Macedonia:** Pursuant to the Law on Civil Servants, the Civil Servants Agency is responsible for coordination of the activities referring to professional development and training of civil servants, as well as promoting efficient and effective performance of the civil servants. Hence, the Civil Servants Agency adopted the “National system for training coordination and professional development of civil servants in the Republic of Macedonia” (“Official Gazette of the Republic of RM No 91/05).

Regarding the municipal administration and the requirements for professional development in particular due to the process of decentralisation, on the basis of the Memorandum signed in 2003, the Trilateral Committee for training coordination on Local Level (MLS, CSA and ZELS) supported by UNDP drafted “Assessment of the training needs for civil servants on a local level” and “Guidelines for Preparation of

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<sup>3</sup> C(2009)4518 of 16 June 2009

Annual Training Programme”, which is an outcome reflected in the “Programme for Training and Professional Development of Civil Servants in the Municipal Administration”. In 2006 a five-year Strategy for Training of the Municipal Administration was adopted.

**Montenegro:** A training strategy has been adopted. Two studies on training needs assessments have been carried out and some training modules exist on six topics: Legal, Finances, Management in State Administration, Public Relations, EU Integration and IT. A Training Programme for 2008/2009 was adopted and systematic training has been carried out by the Human Resources Management Authority. Annual Funds for training are provided from the national budget and may need to be reinforced.

**Kosovo:** Training courses are developed on all horizontal issues: legal drafting, including impact assessment, budget and finance, IT, general administration, general management, HRM and specific municipal issues. According to the Public Administration Reform Strategy, one of the priority actions is the development of a strategy for the training of civil servants. At the same time, Kosovo Institution of Public Administration (KIPA) has in fact developed a strategy for its institutional development, which includes basic training components and specific training.

**Serbia:** The Human Resources Management Service has prepared a First Programme of Civil Service Training for 2007, which was adopted by the government on 29 March 2007. The Programme is composed of nine thematic areas: governmental system and state administration affairs, civil service system, modern administration and management in the state administration, transparency, projects in the state administration, public finance system, towards the European Union, general and common affairs in the state administration and training of trainers in the state administration.

EU integration training has been carried out since 2004 by Serbian European Integration Office.

## **2.6 Link with national/ sectoral investment plans**

N/A

### 3. Description of project

#### 3.1 Background and justification

Following the June 2003 Thessaloniki Agenda, the Regional School of Public Administration initiative was developed with the objective of boosting regional cooperation in the field of public administration, strengthening administrative capacity and developing human resources.

In May 2006 a "Protocol of Cooperation on the Creation of the Regional School of Public Administration (ReSPA)" was signed in Brussels at ministerial level by Albania, Bosnia and Herzegovina, Croatia, the former Yugoslav Republic of Macedonia, Montenegro, Serbia and UNMIK on behalf of Kosovo, in the presence of the European Commission (Commissioner Rehn).

Following signature, the implementation of a phased development of ReSPA began.

*Phase 1* started on 1 November 2006 and will last until the end of 2008. During this phase, the European Commission is chairing the Steering Committee and is implementing the initiative in close cooperation with the OECD. All the signatories have nominated a member and a deputy member in the Steering Committee of ReSPA.

ReSPA is organising training sessions for public administration professionals from across the Western Balkans in cooperation with the National Schools of Public Administration of the beneficiaries, the National Schools of the EU Member States and other organisations like the Network of Institutes and Schools of Public Administration of Central Eastern Europe (NISPAcee), the International Labour Organisation (ILO), the European Institute of Public Administration (EIPA), etc. During this phase preparatory work is being undertaken for ReSPA to develop its own institutional and management set-up with the objective of establishing a Professional School in the Western Balkans.

In Article V of the "Protocol of Cooperation on the Creation of the Regional School of Public Administration (ReSPA)" it is foreseen that "Within two years from the entry into force of this Protocol, the Parties will consider further institutionalisation of their cooperation, including participation by all Parties in the funding arrangements".

*Phase 2* is planned to last at least three years, in which ReSPA will evolve into a professional School, established in the region, focusing on in-service training. During this Phase ReSPA will have its own legal personality, following an intergovernmental agreement and will operate in the region. After a selection procedure which was completed at the end of January 2008, it was decided that ReSPA will be located in Montenegro, Danilovgrad. An International Agreement was signed between the beneficiaries on 21 November 2008, allowing ReSPA to have its own legal personality as an International Organisation. ReSPA will have its own organisational structure, including a governing board. The European Institute of Public Administration will be involved in the first year of operation of ReSPA, mainly in the delivery of trainings and in the provision of institutional support. Active cooperation with the national schools of public administration of the Member States is also sought. The development of training and other activities of ReSPA will be supported by the European Commission whereas the signatories to the International Agreement will

bear the expenses related to the running costs of ReSPA. The International Agreement foresees for the amount that each beneficiary will have to contribute to the running costs of ReSPA for the years 2009 and 2010. It is expected that the ratification procedure of the International Agreement will be concluded during the first semester of 2010, allowing for full operational capacity of the international institution during summer 2010.

Finally, in *Phase 3*, from 2012 onwards and upon decision of the signatories, ReSPA may develop into a more comprehensive model combining both academic education and professional training dimensions.

The proposed assistance shall support the *Phase 2* of ReSPA. It will include two components:

1. Support the activities of ReSPA, as defined in its statutory documents and decided by its Governing Board;
2. Strengthen the capacity of the institution and its staff.

The first component will provide to ReSPA the necessary means for the delivery of its activities as described in the text of the International Agreement. The second component will allow ReSPA to benefit from technical assistance that will aim at the strengthening of the capacities of its staff and management.

### **3.2 Assessment of project impact, catalytic effect, sustainability and cross border impact**

The beneficiaries have made progress in replying to the training needs of the public sector. Albania has a Training Institute of Public Administration as well as local training institutions for local government; there is also an Agency for Vocational and professional training. Trainings on various fields have been offered since ReSPA has been established, which has been considered as very efficient and has brought Albanian public administration a step further to the European Union's standards and professionalism. However, there is still a clear need for the public service to professionalize and de-politicise, and a sustainable and continuous training should be offered to officials. Bosnia and Herzegovina has three Civil Service Agencies, but no Institute for Public Administration. Montenegro established a Human Resources Management Authority in 2004 as a requirement under the Civil Servant Law. Croatia has established the Training Centre for Civil Servants within the Central State Office for Administration and in 2006 a new postgraduate programme in public administration was launched at the University of Zagreb. The Kosovo Institute of Public Administration, responsible for training civil servants, is expected to play a central role in managing a coordinated response to the limited expertise across Kosovo's institutions.

Whereas efforts are made at the national level, ReSPA is addressing the common needs of South-East Europe. An analysis on regional training needs has been elaborated in the course of 2007 based on the information provided by the beneficiaries. The analysis identified the following sectors of common priorities:

- Management and strategic planning skills. This need has been identified in all seven beneficiaries.

- Human Resources Management. This need has been identified in five out of seven beneficiaries.
- Civil service ethics, client service culture. This need has been identified in four out of seven beneficiaries.
- Public Administration and good governance principles. This need has been identified in four out of seven beneficiaries.
- Training management. This need has been identified in four out of seven beneficiaries.
- European Integration. This need has been identified in four out of seven beneficiaries.
- Public finance. This need has been identified in three out of seven beneficiaries.
- Negotiation skills. This need has been identified in three out of seven beneficiaries.
- Policy-making and coordination. This need has been identified in two out of seven beneficiaries.
- Project management. This need has been identified in two out of seven beneficiaries.

Additionally, during 2008 a methodology common for all beneficiaries has been prepared allowing the identification of training needs analysis (TNA). The TNA exercise shall be repeated every year allowing ReSPA to respond to the regional training needs of the beneficiaries.

The idea of such an institution where civil servants from seven different administrative systems will get training is a unique historical endeavour. ReSPA in cooperation with the institutions of the beneficiaries will facilitate the strengthening of beneficiaries' administrative capacities in educating staff in line with the principles of the EU and it will also help to strengthen the capacities of public administration in the process of EU policy implementation and regulation. Moreover, the fact that it will also offer improved qualifications of public servants and develop networks of cooperation and exchange of experience and best practices will contribute to the overall objective.

In order to ensure the sustainability of ReSPA, the European Commission has followed a plan of gradual development of the institution in different phases, as described in point 3.1. Hence, there is a strategic vision for the development of ReSPA but there is also the commitment of the beneficiaries to collaborate for the success of this institution. This commitment was expressed through the signature of the Protocol of co-operation for the creation of ReSPA, signed in May 2006, the signature of a letter of intend in June 2008 committing the beneficiaries on the signature of the International Agreement and finally the signature of the International Agreement itself.

### **3.3 Results and measurable indicators**

Results and measurable indicators in relation with component 1

- Training events and other activities as described in the International Agreement have been delivered as decided by the Governing Board.
- The ReSPA Office and Campus are functioning

Indicators:

- +/-2 500 man/days /training delivered per year
- Cooperation between public administration institutions from the region and similar institutions in the European Union, as well as participation in international networks established
- Regional training needs analysis produced on yearly basis
- Mobility schemes developed
- Web page and electronic newsletters developed and /or maintained
- Methodological guidelines based on good practice for training and education programmes developed
- Training sessions organised
- ReSPA staff successfully recruited; administrative expenses supported by the contributions of each ReSPA Member;
- School vehicle purchased
- Financial management and budgetary planning approved by the Governing Board

Results and measurable indicators in relation with component 2

- Technical assistance for the support of the Institutional Development and of ReSPA is delivered
- The capacities of the ReSPA staff to manage the School, deliver the activities, organise the work programme and implement it have been improved, in line with the requirements of the ReSPA mandate and job profiles

Indicators:

- Successful implementation of ReSPA annual work programme/activities
- Work programmes for 2011 and 2012 prepared
- Corporate meetings organised as foreseen in the Rules of Procedure and the text of the International Agreement

### **3.4 Activities**

#### **Component I: Running of ReSPA and organisation of ReSPA activities**

According to the International Agreement signed in Podgorica on 21 November 2008, the ReSPA Members will support the Core Budget of ReSPA, which shall include the costs of the independent auditors, the Director and Financial Controller and their offices, the costs of liability and property insurance and contributions to the Working Capital Fund and other expenditures authorized by the Governing Board by Resolution.

Meanwhile, the development of training and other activities, as well as the purchase of equipment including a vehicle, will be supported by the European Commission:

The activities of ReSPA are decided by its Governing Board on a yearly basis. According to the stature of ReSPA those activities may include:

- *Regional needs analysis: ReSPA shall conduct training needs analysis in cooperation with its Members to identify those training needs which can be effectively undertaken at a regional level;*



- *Training of public servants: ReSPA shall deliver training to mixed groups of public servants from the Members' administrations, including through seminars and summer/winter schools for public administration professionals, and through implementation of training by mobility schemes allowing public servants to gain experience from different contexts;*
- *Training systems: ReSPA shall act to improve the institutional framework for the management of quality training and education for its Members' public administration and seek to improve the availability and quality of training and education systems in Members of ReSPA;*
- *Networks, exchanges and Communities of Practice: ReSPA shall stimulate co-operation between public administration institutions of its Members and similar institutions of the European Union Member States, as well as participation in international networks, and facilitate sharing of information and experiences; ReSPA shall hold regular conferences and support international communities of practice;*
- *Information resources: ReSPA shall support the sharing of information through its website; the publication of newsletters; the creation of a joint electronic library and the issuing of specialised publications;*
- *Training methodologies and material: ReSPA shall facilitate the development of methodological guidelines for effective training; encourage innovation, the co-operative development of training materials, strengthening of the research base of training and education for public administration.*

A direct grant will be given to ReSPA which will provide the necessary financial means for the implementation of its activities. The award of the grant will be subject to some benchmarks such as: successful transitional period of management by EIPA (2009), ratification of the International Agreement and selection of skilled staff.

The annual programme of activities is decided by the Governing Board of ReSPA on a yearly basis and shall include elements of all above mentioned areas of activity.

## **Component II: Strengthening of the administrative capacity of ReSPA and support to ReSPA activities**

As ReSPA will be a new established institution it is important that during its first years of operation it is supported by the experience of a selected EU-based institution. This component will be implemented by means of a service contract following a negotiated procedure with the European Institute of Public Administration (EIPA), in accordance with Article 242 (1)(b) of the Implementing rules of the Financing Regulation. EIPA will be in charge of ensuring a successful handover to ReSPA when it becomes a fully-fledged organisation.

In particular, EIPA will provide technical assistance to ReSPA staff and management in the following fields:

- Assistance in the completion of the institutionalisation process;
- Support in the development of training programmes;
- Transfer of know-how on the management of training institutions;
- Support in analysis of Regional training needs;
- Assistance in the development of professional networks;

- Assistance in preparation of the work programme for 2011 and 2012;
- Support in the implementation of the 2010 and 2011 work programme;
- Support to the organisation of events, e.g. annual conference, etc.

In terms of timeline and volume of assistance, the contribution of EIPA will consist of a phasing-out process and be divided as follows:

- First 8 months: full assistance to ReSPA, focusing on the role of the ReSPA Secretariat and assistance to the ReSPA staff when taking up their tasks and responsibilities;
- Following 5 months: approximate 50% assistance with emphasis on supporting the ReSPA staff in fulfilling their roles and assistance in the organisation of different events;
- Final 5 months: approximate 20% assistance, providing institutional support where needed and helping ReSPA establish institutional links.

### **3.5 Conditionality and sequencing**

For the development of ReSPA several steps need to be undertaken by the beneficiaries that will allow the establishment and functioning of the International organisation. The International Agreement needs to be signed and ratified by at least five out of the seven parties and the parties shall contribute with fixed annual contributions to the ReSPA operational budget. Only then ReSPA will be able to recruit staff and start its operations, provided that the host country agreement with Montenegro is concluded.

The political support of all beneficiaries in this process is of highest importance.

### **3.6 Linked activities**

Several beneficiaries received assistance or plan to receive assistance under national programmes for the national training centres or Agencies. Other donors (international organisations and some EU Member States) also support the public administration reform in the region.

Support from national IPA programmes is essential for the successful upgrading of the national public administration training schools/agencies. The ReSPA project should not replace but complement national programmes, helping the coordination among the national training schools/agencies and facilitating their cooperation. In parallel, the national IPA programmes cover beneficiary-specific actions and the institutional support at national level.

### **3.7 Lessons learned**

Progress up to now has proven that all beneficiaries are strongly committed to this project. It should, however, be noted that for each step a long consultation procedure between the Commission and the beneficiaries need to take place.

Political issues in the region can affect or delay the successful implementation of regional activities.

**4. Indicative Budget (amounts in EUR)**

			SOURCES OF FUNDING									
			TOTAL EXP.RE	IPA EU CONTRIBUTION		NATIONAL CONTRIBUTION (3)					PRIVATE CONTRIBUTION	
ACTIVITIES	IB	INV	EUR (a)=(b)+(c)+(d) )	EUR (b)	%(2)	Total EUR (c)=(x)+(y)+(z)	% (1)	Central EUR (x)	Regional/ Local EUR (y)	IFIs EUR (z)	EUR (d)	% (1)
Activity 1												
Training activities + Running costs of ReSPA	X	-	4 200 000	2 400 000	57.14	1 800 000	42.86	1 800 000	-	-	-	-
Activity 2												
contract 2.1	x	-	2 000 000	2 000 000	100.00							
TOTAL IB			6 200 000	4 400 000	70.97	1 800 000	29.03	1 800 000				
TOTAL INV												
<b>TOTAL PROJECT</b>			<b>6 200 000</b>	<b>4 400 000</b>	<b>70.97</b>	<b>1 800 000</b>	<b>29.03</b>	<b>1 800 000</b>				

Amounts net of VAT

(1) Expressed in % of the **Total** Expenditure (column (a))

(3) Parallel co-financing with the signatories of ReSPA who shall support the running costs of the school

**5. Indicative Implementation Schedule (periods broken down per quarter)**

Contracts	Start of Tendering	Signature of contract	Project Completion
Contract 1.1	2010 Q1	2010 Q3	2013 Q3
Contract 2.1	2010 Q1	2010 Q1	2011 Q3

**6. Cross cutting issues****6.1 Equal Opportunity**

The principles and practice of equal opportunity will be guaranteed to ensure equitable gender participation in the project. The principle of equal opportunity shall apply also in relation to the trainees coming from the different national administrations.

**6.2 Environment**

Not applicable

**6.3 Minorities**

Minority and vulnerable groups' concerns will be reflected in all activities of the project, in particular when it concerns participation in the training activities and institutional development of ReSPA.

**ANNEXES**

1. Log frame in Standard Format
2. Amounts contracted and Disbursed per Quarter over the full duration of Programme
3. Description of Institutional Framework
4. Reference to laws, regulations and strategic documents:
5. Details per EU funded contract

## ANNEX 1: Logical framework matrix in standard format

LOGFRAME PLANNING MATRIX FOR Project Fiche		"Support to the Regional School of Public Administration (ReSPA)"	2009/021-178
		Contracting period expires: <b>30 November 2010</b>	Disbursement period expires <b>30 June 2014</b>
		Total budget : <b>EUR 6 200 000</b>	IPA budget: <b>EUR 4 400 000</b>
<b>Overall objective</b>	<b>Objectively verifiable indicators</b>	<b>Sources of Verification</b>	
To improve regional cooperation in the field of public administration, by strengthening the administrative capacity as required by the European integration process and by developing human resources in line with the principles of the European Administrative Space.	SAA process requirements, issues raised in Progress Reports.	Monitoring reports from the stability pact, Commission Progress Reports, Commission and Council documents related to regional co-operation and SAP.	
<b>Project purpose</b>	<b>Objectively verifiable indicators</b>	<b>Sources of Verification</b>	<b>Assumptions</b>
The project purpose is to assist ReSPA in delivering professional training and other activities related to the strengthening of the capacity of public servants in order to up-grade the professionalism of the civil service and to promote European Integration in South Eastern Europe.	Operation of ReSPA as an independent professional School in the region	Work programmes elaborated and delivered for years 2010 and 2011	Continuous support of the beneficiaries
<b>Results</b>	<b>Objectively verifiable indicators</b>	<b>Sources of Verification</b>	<b>Assumptions</b>
Component 1 Training events and other activities as described in the International Agreement have been delivered as decided by the Governing Board. The ReSPA Office and Campus are functioning	Component 1 • +/-2 500 man/days /training delivered per year	Experts' and Commission staff mission reports  External Monitors' reports	Participation of the beneficiaries to the training sessions

<p>Component 2</p> <ul style="list-style-type: none"> <li>• Technical assistance for the support of the Institutional Development and of ReSPA is delivered</li> <li>• The capacities of the staff ReSPA to manage the School, deliver the activities, organise the work programme and implement it have been improved, in line with the requirements of the ReSPA mandate and job profiles</li> </ul>	<ul style="list-style-type: none"> <li>• Cooperation between public administration institutions from the region and similar institutions in the European Union, as well as participation in international networks established</li> <li>• Regional training needs analysis produced on yearly basis</li> <li>• Mobility schemes developed</li> <li>• Web page and electronic news letters developed and /or maintained</li> <li>• Methodological guidelines based on good practice for training and education programmes developed</li> <li>• Training sessions organised</li> <li>• ReSPA staff successfully recruited; administrative expenses supported by the contributions of each ReSPA Member</li> <li>• School vehicle purchased</li> <li>• Financial management and budgetary planning approved by the Governing Board</li> </ul> <p>Component 2</p> <ul style="list-style-type: none"> <li>• Successful implementation of ReSPA annual work programme/activities</li> <li>• 2011 and 2012 annual work programmes prepared</li> <li>• Corporate meetings organised as foreseen in the Rules of Procedure and the text of the International Agreement</li> </ul>	<p>Tender evaluation reports</p> <p>Contractor's reports</p> <p>Decisions of the Steering Committees</p> <p>Participants lists</p>	<p>Successful call for proposals</p>
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**ANNEX 2: Amounts (in €) Contracted and disbursed by quarter for the project**

<b>Contracted</b>	<b>2010 Q1</b>	<b>2010 Q2</b>	<b>2010 Q3</b>	<b>2010 Q4</b>	<b>2011 Q1</b>	<b>2011 Q2</b>	<b>2011 Q3</b>	<b>2011 Q4</b>	<b>2012 Q1</b>	<b>2012 Q2</b>	<b>2012 Q3</b>	<b>2012 Q4</b>	<b>2013 Q1</b>	<b>2013 Q2</b>	<b>2013 Q3</b>
Contract 1.1			2 400 000												
Contract 1.2	2 000 000														
<b>Cumulated</b>	<b>2 000 000</b>		<b>4 400 000</b>												
<b>Disbursed</b>	<b>2010 Q1</b>	<b>2010 Q2</b>	<b>2010 Q3</b>	<b>2010 Q4</b>	<b>2011 Q1</b>	<b>2011 Q2</b>	<b>2011 Q3</b>	<b>2011 Q4</b>	<b>2012 Q1</b>	<b>2012 Q2</b>	<b>2012 Q3</b>	<b>2012 Q4</b>	<b>2013 Q1</b>	<b>2013 Q2</b>	<b>2013 Q3</b>
Contract 1.1				846 896							1 313 104				240 000
Contract 1.2		1 000 000			900 000		100 000								
<b>Cumulated</b>		<b>1 000 000</b>		<b>1 846 896</b>	<b>2 746 896</b>		<b>2 846 896</b>				<b>4 160 000</b>				<b>4 400 000</b>



### **ANNEX 3. Description of Institutional Framework**

The institutional framework which is surrounding ReSPA mainly consists of the national school/institutes for public administration in the region.

- Albania: Training Institute for Public Administration
- Bosnia and Herzegovina: Civil Service Agency of Bosnia and Herzegovina
- Croatia: Civil Service Training Centre of the Central State Office for Public Administration, Local Democracy Academy
- Kosovo: Kosovo Institute for Public Administration
- The former Yugoslav Republic of Macedonia: Civil Servants Agency
- Montenegro: Human Resources Management Authority
- Serbia: Agency for Human Resource Management Service

Beside the European Commission, these are the partner institutions to the ReSPA project:

- College of Europe
- European Institute of Public Administration (EIPA)
- International Institute of Administrative Sciences (IIAS)
- National School of Public Administration (SSPA)
- NISPAcee
- OECD
- Sigma
- United Nations Online Network in Public Administration and Finance (UNPAN)

#### **ANNEX 4: Reference to laws, regulations and strategic documents:**

- The EU communication on Western Balkans: Enchasing the European Perspective, COM(2008)127 final, of 5.3.2008
- Council Decision of 18 February 2008 (2008/210/EC) on the principles, priorities and conditions contained in the European Partnership with Albania and repealing Decision 2006/54/EC
- Council Decision of 18 February 2008 (2008/211/EC) on the principles, priorities and conditions contained in the European Partnership with Bosnia and Herzegovina and repealing Decision 2006/55/EC
- Council Decision of 12 February 2008 on the principles, priorities and conditions contained in the Accession Partnership with Croatia and repealing Decision 2006/145/EC
- Council Decision of 18 February 2008 (2008/212/EC) on the principles, priorities and conditions contained in the Accession Partnership with the former Yugoslav Republic of Macedonia and repealing Decision 2006/57/EC
- Council Decision of 22 January 2007 (2007/49/EC) on the principles, priorities and conditions contained in the European Partnership with Montenegro.
- Council Decision of 18 February 2008 (2008/213/EC) on the principles, priorities and conditions contained in the European Partnership with Serbia including Kosovo as defined by United Nations Security Council Resolution 1244 of 10 June 1999 and repealing Decision 2006/56/EC
- Multi-Beneficiary Multi-annual Indicative Planning Document (2009/2011)

**ANNEX 5: Details per EU funded contract**

Both contracts will be implemented by centralised management.

The first component of the project shall be implemented through a direct grant to ReSPA of EUR 2 400 000 in line with Article 168 (1) (c) of the Implementing rules of the Financial Regulation. ReSPA constitutes a de facto monopoly, being an International Organisation created by all beneficiaries to deliver regional training activities for Public Administration.

A service contract following a negotiated procedure with EIPA will be concluded for the second component of the project for a value of EUR 2 000 000, in accordance with Article 242 (1)(b) of the Implementing rules of the Financing Regulation. EIPA is a non profit institution and the services it will provide will be directed to institutional support of ReSPA and to the benefit of the civil servants and consequently of their administrations.