



## Steering Committee Meeting

March 18, 2010

Overview of the PEM PAL Network Activities and Funding for 2010

### MINUTES

Members of the Steering Committee present on VC: Salome Steib from SECO Switzerland (Chair), Judith Hoffmann (InWEnt), Elena Nikulina (The World Bank, Team Task Manager), Mira Dobovisek (CEF), Marius Koen (The World Bank), Tomislav Micetic (Ministry of Finance of Croatia), Ion Chicu (Ministry of Finance of Moldova), Anila Cili (Ministry of Finance of Albania), Ron Bergman (Treasury Adviser in Georgia) presenting Papuna Petriashvili's contribution, Richard Bartholomew (expert, former US Treasury).

The meeting started at 2.05 PM and concluded at 4.45 PM CET.

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#### ***1. Introduction and preview of the meeting***

Members of the Steering Committee (SC) agreed with the proposed agenda.

#### ***2. Funding Outlook 2010 and beyond***

Elena Nikulina presented funding outlook for 2010 and beyond, which considerably improved and provided sound financial basis for COPs programs.

- DGF 2009 funding must be spent until May/disbursements until end June 2010, DGF funding for 2010 until Dec. 2010. At that time the DGF will close. With this amount available, PEM PAL has a new (more long-term) perspective and more flexibility in planning activities.

The SC was very pleased that the RF has joined the PEMPAL network and wished a warm welcome on board of PEMPAL.

#### ***3. Approval of Work Plans and Budgets for each Communities of Practice (COP's) Executive Committees (EC)***

Each Chair of the Communities of Practice (CoPs) reported on their work programme 2010 as well as budget proposal for 2010.

##### **Report by Internal Audit COP (IA COP), by Mr Tomislav Micetic:**

IA COP included in their 2010 Action plan two workshops, EC meeting and T&C working group with the total budget of 87 thousand US\$ plus 75 thousand US\$ from InWEnt. Intensive planning for May event in Ukraine is ongoing.

##### **Report by Treasury COP (T COP), by Ms Anila Cili:**

Leadership members agreed on 2010 action plan via VC on February 4, 2010.

The Action plan comprises WS on use of information technologies in treasury operations, seminar, and participation at IA COP event in Ukraine as well as PEM PAL Plenary meeting.



**Report by Budget COP (B COP), by Mr Ron Bergman (on behalf of Mr Papuna Petriashvili):**

B COP plan is based on the survey that was conducted between B COP.

Planned activities are two study visits, participation at CEF training, PEFA training, EC meeting and annual B COP meeting.

**Conclusions:**

- The proposed budgets are approved; in case of additional request outside the 10% the revised budget should be presented to the next SC and obtain approval.
- All COPs need to submit revised action plans and budget by Friday March 26, 2010 using the template provided by the Secretariat.
- The Secretariat will update the budget template and send it to all COP Chairs on Friday, March 19 for their further use.
- The action plans and detailed budgets need to be prepared at least for the next 6 months (when more details on participation becomes available)
- All COPs need to submit tentative strategic plan beyond 2010 for the next SC meeting (planned for June 15, 2010).
- All COPs are invited to propose cross cutting issues for discussion and are encouraged to improve communication between COPs.
- To put language barrier aside also other countries can participate (if enough space) in Study tours that will be organized within planned activities.
- All documents for the SC meeting must be distributed at least one week before the meeting (by June 6 for the SC meeting on June 15, 2010).

#### ***4. Plenary meeting 2010***

Sufficient funding is available to organize the plenary meeting. A location is not yet determined (no country has expressed interest to host this event). The SC would be pleased to get some interest of beneficiary countries to host the plenary.

**Conclusions:**

- By the next SC meeting in June each COP submits information on possible topics as well as the format of the meeting. Deadline is June 6; 2010.
- Proposed timing for the plenary is last week of January 2011 to give sufficient time for preparation.
- Cross cutting topics (for the plenary) will be an agenda item in June SC meeting.

#### ***5. Transversal topics***

**How to use WIKI tool to improve communication** (reporter T. Micetic)

WiKi tool can be used as a “share point” for documents available to everyone (including archive files), which reduces number of Emails and simplifies communication between COP members (experience of IA COP).

**Conclusions:**

- WiKi is good working tool; however, final information must be posted in web public domain.

**Study Tour** (reporter R. Bergman)

The Georgian delegation (6 participants) from Ministry of Finance attended Study tour to Ireland. The intention of the study visit was to meet and interact with the management and staff



at different Departments as well as with private entities engaged in capital investment. All of the participants considered the study tour to be very successful in achieving its intended goals and objectives

The SC took note on Study visit of Georgian delegation to Ireland.

**Translation of PIFC book** (reporter M. Dobovisek)

The book is translated to Bosnian, formatting is in progress. Russian translation is in progress and will be completed by end June, first three chapters by mid April.

The translation is also available in Romanian language.

**Conclusions:**

- No hardcopies of the book are necessary.
- The copyrights are obtained, the Secretariat will double check with the author.
- Additional cost for posting Romanian translation on the web is approved (for formatting).

**Membership Sustainability** (reporter T. Micetic)

The document prepared on Membership Sustainability could be used as a basis for further work on the issue. This could be done more strategically by new CF.

**Conclusions:**

- To develop a strategy for membership sustainability will be one of the first task of the CF.

**Community Facilitator—CF** (reporter E. Nikulina)

As soon as consensus is reached the Selection Committee will inform Steering Committee. Members of the Selection Committee were Elena Nikulina, Salome Steib, Mira Dobovisek and Marius Koen.. The selection was made and agreement achieved. All candidates will be informed within two weeks. The name cannot yet be released since the candidate hasn't yet accepted the position. It is expected that the facilitator will start his assignment in May.

The SC took note on the status of hiring CF.

**Rules of Operation** (reporter M. Dobovisek)

Rules of Operations should be revised to take into account work of the CF. The Secretariat prepared the first draft of proposed changes (with track changes).

The SC decided that:

- Discussion will continue by email, members are encouraged to share proposals for changes before the next SC meeting.
- The decision will be adopted on the next SC meeting.

**Secretariat Report for 2009** (reporter M. Dobovisek)

The report of the Secretariat for 2009 comprises all activities in 2009 calendar year, including those funded from the 2008 budget.

The SC took note of the Secretariat Report 2009.



## **6. Miscellaneous**

### **Next SC meetings**

- Next SC meeting is scheduled for June 15, 2010 (2 pm to 6 pm) in Ljubljana in combination with the VC to connect those that will not be able to attend.

### **Secretariat support to PEM PAL**

The Secretariat informed about the distribution of tasks: Ms Tina Zagar, who will primarily support T COP events ([tina.zagar@cef-see.org](mailto:tina.zagar@cef-see.org)), Ms Natasa Zmrzljak for IA COP ([natasa.zmrzljak@cef-see.org](mailto:natasa.zmrzljak@cef-see.org)) and Ms Urska Zrinski together with Ms Bojana Crnadak for B COP ([urska.zrinski@cef-see.org](mailto:urska.zrinski@cef-see.org), [bojana.crnadak@cef-see.org](mailto:bojana.crnadak@cef-see.org)).

Minutes prepared by Natasa Zmrzljak.