

**Minutes of the PEM PAL Steering Committee Meeting  
Adobe Connect; December 15, 2010**

**1. Present:**

Salome Steib, SECO (Chair); Elena Nikulina, World Bank; Deanna Aubrey, Community Facilitator (CF); Alena Slizhevskaya (on behalf of Maksim Ermolovich, B COP Chair); Tomislav Micetic, IA COP Chair; Tina Žagar, Nataša Zmrzljak and Senka Maver, CEF - PEM PAL Secretariat.

The Secretariat hasn't received any suggestions or comments on the accompanied documents for this SC meeting from members who were unable to join.

**2. PEM PAL Plenary meeting, Zagreb, January 26-28, 2011**

The Organization Committee (OC) reported on the status of preparation of the plenary meeting. As per December 15, 2010 there are 150 registered participants. The Ministry of Finance of Croatia circulated invitation/ acceptance letter for visa procedures together with the instructions.

OC has regular meetings as regards to preparation of the agenda (identification of keynote speakers, etc.).

The SC members expressed their opinion regarding participation of countries that were not part of PEM PAL network from the beginning (i.e. Bulgaria, Croatia, Macedonia, Romania, and Turkey).

*2.1. Conclusions:*

- (i) SC members agree to welcome Bulgaria, Croatia, Macedonia, Romania, and Turkey to PEM PAL network as member countries.
- (ii) OC will circulate the last draft agenda for plenary. It will include also a more formal opening session.
- (iii) PEFA and SAFE will have the opportunity to present their work at the plenary (on display).

**3. Rules of Operation**

Changes on Rules of Operation were sent to all SC members for additional comments. B COP will include some suggestions regarding participants' attendance.

*3.1. Conclusion:*

- (i) Deadline for all additional suggestions/comments is December 23, 2010, whereupon the Rules of Operation will be considered approved.

**4. Budget Community of Practice updated budget**

The Secretariat revised the budget to be aligned with other two COPs. B COP will have some additional proposals to be included in the budget (i.e. translation of the book).

*4.1. Conclusion:*

- (ii) B COP's revised budget will be approved by SC on the next meeting (in January 2011 in Zagreb, Croatia).

## **5. Community Facilitator**

Deanna Aubrey reported on her first steps as a CF. She defined three main areas of progress:

- First priority is helping the OC to prepare for the plenary meeting.
- She has completed an orientation visit to CEF in Slovenia to meet the team and review the facilities.
- She prepared a draft performance plan (in log frame format in the context of the Mokoro Evaluation Framework) for the position. This will be refined with feedback from the World Bank and CEF and then circulated to the SC and the CoP leadership groups for comment so there is a shared understanding of the role.

## **6. Miscellaneous**

### **6.1. Next SC meeting**

The next SC meeting will be held in Zagreb, Croatia on 25<sup>th</sup> or 26<sup>th</sup> of January 2011. The date will be set once the arrival dates of SC members are known.

### **6.2. Reelection of SC Chair is one of the items of the next SC meeting agenda. In addition, submission of requests to Study tours will be discussed on the next meeting.**