

**Minutes of the PEM PAL Steering Committee Meeting
Video Conference; October 20, 2010**

1. Present:

Salome Steib, SECO (Chair); Judith Hoffmann, InWent; Jana Leutner, GTZ; Elena Nikulina and Marius Koen, World Bank; Joop Vrolijk, SIGMA; Deanna Aubrey, newly appointed Community Facilitator (CF); Tina Žagar, Nataša Zmrzljak and Senka Maver, CEF - PEM PAL Secretariat. All three chairs of the COPs excused themselves for the meeting.

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

The overarching theme will be "Managerial accountability in budget execution". Two topics related to this theme will be discussed in more depth: arrangements that motivate managers to improve delivery of services; and, quality of budget formats and reporting and how they contribute to decision making. The issue of capacity building and training in public administration will also be addressed in the discussion. A concept note of the 2011 Plenary was subject to extensive consultations.

The Plenary 2011 will be preceded by a two day workshop on moderation/facilitation, on January 24-25, 2011.

2.1. Conclusions:

- (i) Comments to concept note possible until October 29.
- (ii) PEM PAL Secretariat will prepare, by October 24, a schedule of activities related to organization of the 2011 Plenary.
- (iii) Participation at the moderation/facilitation seminar will be limited to the leadership group.
- (iv) PEM PAL visioning exercise will be part of the plenary program.
- (v) Moderators will be engaged early in the process.
- (vi) Areas of cooperation between PEM PAL and SAFE, which are both WB supported initiatives, will be explored and presented at the Plenary.
- (vii) Participation at the Plenary will be, to the extent possible, defined in advance by the invitation letter.
- (viii) Discussion on one topic could start with a parallel session and wrap up in a joint session.

3. Community Facilitator

Ms. Deanna Aubrey was selected among 52 candidates for the position of a Community Facilitator advertized in August by the World Bank. She will assume her position after the contractual arrangements with the World Bank have been finalized, and will move to Ljubljana in early 2011.

4. Study Visit Program

SC members made some additional comments with respect to the final draft of the Guidelines for study visits for events. As for the study visits, the following observations were made: number of participants at the study visits should be capped to 10; help of Community Facilitator to Coordinator should be envisaged; the Executive Committee should be involved in the

decision-making process related to the study visit program; periodic surveys should provide guidance on future organization of study visit program and information on its sustainability.

As for the events, members argued that attendance at events is sometimes a problem; direct approach or a certificate of attendance could be considered as helpful tools to address it. Also, Rules of Operation should be changed accordingly.

Comments to both guidelines are still possible until October 29, 2010.

5. Secretariat Report

PEM PAL Secretariat submitted a report on activities and financing covering the period of 2009 and the first half of 2010. Members missed the performance indicators. They would like to have a format of the report presenting more clearly the outcomes of the PEM PAL activities taking into consideration the outputs and indicators. The Secretariat will prepare a new format of the report with these elements for CY 2010.

6. COPs Action Plans

Members discussed the B COP Action Plan and the updated IA COP Action Plan. They found budget for the B COP Action Plan not realistic and asked for a revision. The Secretariat together with the B COP will revise it until the next SC meeting.

At present, InWent can only commit funding to the IA COP activities until end of this year as they are in the middle of preparations for the merger with GTZ and DED to the new German Development Agency (GIZ). Nonetheless they intend to be present at the Zagreb Plenary.

7. Miscellaneous

7.1. PEM PAL Evaluation

To secure comparability of results, Members stated that the evaluation should be undertaken by the same company and, if possible, by the same reviewer as at the last time.

7.2. Membership of the SC

The Secretariat will approach all SC members to establish whether they intend to stay active.

7.3. Next SC meeting

The Secretariat will check SC members' availability for a VC either in the week of December 6 or December 13, 2010.