

Work Programme for the Panel on Public Administration Reform
under the 1st Platform of Eastern Partnership
adopted at the first meeting of the Panel on 6 October 2011

The current work programme (hereafter indicated as WP) for the Public Administration Reform (PAR) Panel is based on the Concept Note of the PAR panel that was presented at the meeting of the Eastern partnership multilateral Platform on 7 October 2010 and 6 May 2011.

Functioning of the Panel

The current WP is prepared to cover a three-year period (May 2011 – May 2014) and envisages a semi-annual work cycle. All the actions under the Panel will be grouped into 6 large areas that should be filled with concrete substance by the participants. The Panel will review all issues, however there should be one main topic in each work cycle identified at the previous panel meeting.

The activities are agreed, planned and monitored at the Panel meetings. The Panel will also take account of complementary and reinforcing national programmes implemented by Member States in the area of PAR, such as the Eastern Partnership Academy of Public Administration in Warsaw and the Estonian Centre of Eastern Partnership. After the adoption of the WP, the Panel should assess the proposed activities, review the on-going activities and suggest collective action. The activities of the Panel will be chaired by the European External Action Service and implemented in cooperation with the partners and their relevant institutions, inviting other stakeholders when appropriate.

The first meeting of the Panel will assess the overall situation of Public Administration in the EaP countries and confirm the main areas for the Panel to work on. It will also select the main topic for the next semester.

To maintain comprehensive input from all interested parties, the semi-annual work cycle should include:

- close coordination across all 6 areas;
- focus on the specific topics.

Work areas and activities of the Panel

The Panel will cover following areas:

1. civil and public service laws/statutes/rules of recruitment;
2. administrative structures improving the internal and external cooperation of administrations, including among interested partner countries/ public private partnership / civil service training;
3. transparency, open government and data protection;
4. e-government;
5. local/regional government;
6. effective management of technical assistance.

Keeping in mind the similarities and the differences of the Public Administrations and their backgrounds in the EaP Partner Countries, the current Work Programme suggests focusing on certain common elements within the six work areas. Panel will focus on the link between civil service and civil society and national and local level. The involvement of other bodies such as CORLEAP in specific areas of the work programme will be favourably considered. The work of the Panel can be used as a forum on exchange of best practices on the implementation of Comprehensive Institution building programmes.

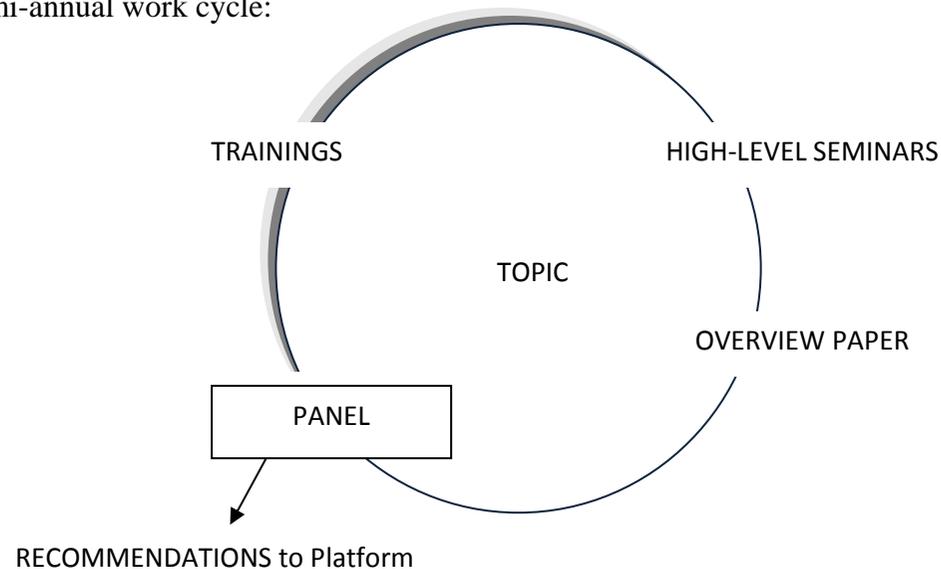
The activities of the Panel will be proposed by the partners and a list of activities should be agreed by the Panel.

- *Panel meetings*: summarising the results of the semi-annual work cycle, planning the next cycle, making PAR related reports and recommendations for the EaP Platform 1 meetings.
- *Overview papers*: mapping the current state of play within the main areas of PAR in the EaP Partner Countries. Relevant institutions/ agencies from the EU and the EaP Partner Countries will be invited to cooperate and assist (including with data collection) in this process.
- *Seminars*: PAR seminars aimed for senior and mid-level civil servants and PAR experts observing the EaP PAR that should identify the reform, capacity building and training needs, in particular, on the basis of the findings of the overview papers.

- *Trainings*: tailor made trainings focusing on specific skills and capacity building related to the work areas of the Panel. Although the main focus should be on the multilateral framework, they can also focus on individual countries in exceptional cases with clear added value.. Training needs will be defined by the Panel upon the requests and suggestions of the partners.
- The scope of activities could be broadened and include any relevant and complementary actions in the PAR area supported by the Eastern partners themselves as well as by the EU MS..

The European External Action Service will coordinate closely with the European Commission on the possible financial assistance the Commission could provide for concrete activities within the framework of the Panel.

The semi-annual work cycle:



Expected outcomes of the Panel

- More capable and ethical civil service;
- Increased effectiveness of introducing policy concepts and legislation aiming at public administration and civil service reforms, including improved policy and strategic planning;
- Increased efficiency of implementing the public administration legislation;
- Improved access to public services and the reduction of bureaucracy;
- More successful and effective coordination mechanisms in EaP partners on EU affairs;
- Increased effectiveness of decision making at the local level (emerging as a self-conscious stakeholder in cooperation with the EU);
- Increased ability to absorb effectively the EU assistance (due to well-functioning administration at central and local levels).

This work programme can be amended by a joint decision of the Panel at any time during its operation.