



Minutes of the B COP Executive Committee meeting (video/audio meeting on November 27, 2012 at 3 pm CET)

PRESENT:

1. Gelardina Prodan (Albania – Chair of BCOP Ex. Com.)
2. Konstantin Krityan (Armenia – Deputy of BCOP Ex. Com.)
3. Mladenka Karačić (Croatia – Member of BCOP Ex. Com.)
4. Stevan Brkić (Bosnia and Herzegovina - Member of BCOP Ex. Com.)
5. Maya Gusarova (World Bank – Resource team)
6. Naida Čaršimamović Vukotić (World Bank – Resource team)
7. Deanna Aubrey (World Bank – Resource team)
8. Klas Klaas (OECD Sigma – Resource team)
9. Dragica Todorović (BOS interpreters)
10. Marina Lazo (RUS interpreter)
11. Bojana Crnadak (CEF - PEM PAL Secretariat)

AGENDA of the MEETING:

1. OECD Surveys on Budgeting
2. Revised BCOP Action Plan 2012-14
3. Progress on BCOP plenary meeting
4. Progress on study trip on IT Systems for Budget Planning in Georgia
5. Progress on study trip on Per Capita Budgeting In Education in UK
6. BCOP membership analysis
7. Other business (Proposed PEMPAL Steering Committee 13 December, Future events for other COPs, World Bank MTEF study)

1. OECD Surveys on Budgeting

Klas Klaas briefed the Executive Team on the suggested phased approach for consideration of rolling out OECD survey to PEMPAL member countries which are not currently covered.

It is suggested that BCoP 2012-2013 Budget is adjusted to provide for 35,000 EUR to co-finance OECD survey by providing translation and facilitating a meeting of a Working Group to discuss the data and information received (to be organized in parallel with the OECD SBO meeting and BCoP Executive Committee meeting). This is under condition that the OECD agrees to finance other direct costs of the survey, which will be decided by February 2013, in time for discussion at the BCoP February 2013 Plenary meeting.

In line with the above, the BCoP Resource Team proposed to replace unidentified Study Visit budget with the Working Group/Knowledge Product budget line with a new item of the Working Group/Knowledge Products and to set a total of 30,000 USD for this budget line.

The members of Executive Committee agreed with proposed budget item.

Geraldina Prodan noted that Albanian experience with the OECD survey has been useful and that the budget amount proposed is justifiable given the number of PEMPAL countries to possibly be included and given the usefulness of the survey.

Maya Gusarova presented comments of Russian representatives which already participate in thematic survey. Russian MoF finds this experience useful and would like to be actively involved in the relevant working group.

2. Revised BCOP Action Plan 2012-14

a) BCOP Action Plan 2012-13

Deanna Aubrey presented the updated budget for 2012-13. Approved annual budget is 393,000 USD (our of which 11,000 USD has been used for Paris Cross-Cop event), with possible 15% increase without prior approval of Steering Committee.

Certain budget items were updated:

- Study visit to Georgia – reduced from 60,000 USD to 40,000 USD, based on actual costs of previous PEMPAL events in Georgia
- Study visits in UK – increased from 60,000 USD to 80,000 USD, given costs estimates for the UK event and a high interest for participation by the Executive Committee
- Executive Committee meeting – reduced from 45,000 USD to 30,000 USD, based on actual costs of previous OECD SBO/Executive Committee meeting event in 2012
- Working group for Knowledge product, as explained above under Agenda Item 1, this is increased from 30,000 USD to 45,000 USD

The BCOP already spend 11,000 USD for purpose of Cross COP meeting in Paris, in September 2012 (deducted from the line for Members attending other CoPs' events).

Bojana Crnadak presented the budget projection for next plenary meeting in Tirana, Albania (February 2013). The estimated costs exceed the planned budget; approximate total costs are 213,000 USD.

Maya Gusarova pointed out that actual costs of events have usually been lower than estimated costs. e.g. in case of plenary meeting in Bohinj, Slovenia. Furthermore, within limits of one-year budget, costs of plenary meetings can be raised by 20% (given planned budget for plenary meeting of 180,000 USD, with the 20% increase, this would amount to 216,000 USD) without prior approval of Steering Committee as long as the total budget for this year does not change.

Given the discussion above, the members of Executive Committee and Resource team agreed that the budget item for plenary meeting should stay same – 180,000 USD. Secretariat can prepare the purchase order for plenary meeting with higher amount based on estimated costs. As regular practice of Secretariat it will during the negotiation with service providers try to reduce the costs and achieve best prices.

Bojana Crnadak also pointed out that estimated costs do not yet include all costs for training with Beverly Trayner (rent of conference facilities and equipment, plus translation). Based on information received at this meeting, the Secretariat will prepare also the estimated costs for this training.

b) BCOP Action Plan 2013-14

As per conclusions of the Steering Committee from their meeting in Paris in September 2012, the indicative annual CoP budget for 2013-14 is 510,000 USD, from which 150,000 USD is proposed for Cross COP plenary meeting, planned for end of year 2013 or beginning of year 2014.

Maya Gusarova invited members of Executive Committee to send their further comments (if any) on updates of BCOP budgets by end of November. The Resource Team will prepare the updated Action Plan based on budget updates and submit the updated BCOP budgets and Action Plan to Secretariat for purpose of meeting of Steering Committee in mid-December.

3. Progress on BCOP plenary meeting

The next BCOP plenary meeting will be organized in Tirana, Albania in last week of February 2013. On behalf of the Resource Team, Naida Carsimamovic Vukotic thanked Geraldina Prodani and Albania authorities for offering to host BCOP Plenary meeting,

a) Agenda

Members of Executive Committee were invited to send their further comments (if any) on the second draft of Concept Note and Agenda for plenary meeting by end of November

b) Speakers

Few speakers for plenary meeting are already confirmed; still few of them are pending. The French speaker notified the Resource Team that he will not be able to attend the plenary meeting. The Resource Team suggested two options – someone from members of Executive Committee to present French case based on experience in Cross COP meeting in Paris or the Resource Team seeks the new speaker.

Gelardina Prodani suggested that the Resource Team prepares draft presentation of the French case based on French MoF presentations to the Executive Committee in Paris in September 2012 and it will be presented to other members of BCOP in Tirana by a member of Executive Committee who was participating in Paris (the presenter will be confirmed later).

The last suggestion was accepted by members of Executive Committee.

c) Invitation

Invitations will be send out latest by December 7th.

The resource team presented two possible ways for drafting and sending out the invitation – first, sending the invitation letter indicating specific members of each country (regular members) or second, sending invitation to Minister of Finance who decides who will attend the plenary meeting.

Stevan Brkić pointed out that BCOP is very young community and it should have permanent members at their meetings. He suggested that invitation letter should be send to members who have been actively involved in past events.

Maya Gusarova and Bojana Crnadak also pointed out that this approach can be only practiced with member countries who send same members on events, it is not possible to use this approach in case of member countries who send every time different representatives..

Mladenka Karačić advised that invitation letter could also include the note that the recommendation is that the member country has a core membership and it is advised to send the same representatives to BCOP events, to ensure continuation and comprehensiveness of training

It was decided that invitation letter should be address to Minister of finance with following additions:

- mentioning the names of members that participated at the most recent plenary meetings;
- nominees would preferably be working on budget planning areas/from budget departments and be able and willing to transfer the knowledge/training to their colleagues
- it is preferable to have a core membership and same people attending our events to ensure continuation and comprehensiveness of training

4. Progress on study trip on IT Systems for Budget Planning in Georgia

The Resource Team indicated that the draft agenda for the visit has been circulated with the materials for the Executive Committee meeting. Further progress on planning this activity will be discussed via e-mail.

Resource team advised to members of Executive Committee to send their further suggestions and comments on Draft Agenda for study visit by December 7th. If no comments are provided by then, the proposed agenda will be sent to the host country for consideration.

5. Progress on study trip on Per Capita Budgeting In Education in UK

The Resource Team indicated that the draft agenda for the visit has been circulated with the materials for the Executive Committee meeting. Further progress on planning this activity will be discussed via e-mail.

The Resource team advised to members of Executive Committee to send their further suggestions and comments on Draft Agenda of study visit by December 7th. If no comments are provided by then, the proposed agenda will be sent to the host country for consideration.

Gelardina Prodani expressed preference for this study visit to take place in the week of April 23, 2013.

6. BCOP membership analysis

Following up the discussion on membership analysis from the meeting of the BCoP Executive Committee in Paris, Deanna Aubrey presented the membership analysis and invited the members of Executive Committee to send their comments.

The Resource team also prepared the suggestion for updated application form for BCOP events in order to get more detailed professional information from participants of BCOP event in terms of the department and unit they work in. The Resource Team asked Executive Committee members to review this revised application form (attached to the Membership Analysis document) and send their comments (if any) on the form's appropriateness to the Resource Team by end of November, since the invitation letter for plenary meeting in Tirana will be issued by the December 7th.

It was also decided to share the Membership Analysis with members of the Steering Committee, given that other CoPs may find it useful (based on PEMPAL Evaluation Report).

7. Other business

a) Proposed PEMPAL Steering Committee meeting

On December 13, 2012 the meeting of Steering Committee will take place via WB videoconference facilities. Each COP should be presented by their chair and deputy.

Gelardina Prodani will be travelling in the time of Steering Committee meeting (South Korea, different time zone), but she will provide the contact number to Secretariat in order to actively participate at meeting from Seoul.

b) Future events for other COPs

Resource team notified the members of Executive Committee about possibility to attend the events of other two COP (Treasury, Internal Audit). The Resource Team will send the list of TCoP and IACoP events planned for period up to June 2013 to the Executive Committee members, who are invited to inform the Resource Team if they are interested to attend any of the events (within the budget limits and the agreement of the other respective CoPs).

c) World Bank MTEF study

Maya Gusarova has briefed the members of Executive Committee on the World Bank's PFM study, which is in final stages of completion. This study covers different dimensions of PFM in ECA countries. The Bank's team is happy to share the results of the study via VC sessions or some other way. Ivor Beazley, TTL for the study, has been invited to make a presentation of this study at the BCOP plenary in February.

Gelardina Prodani has proposed to come back to this question in February, after the presentation.

November 28, 2012

Notes prepared by Bojana Crnadak, Naida Čaršimamović Vukotić and Maya Gusarova