



**CONCEPT NOTE**  
**PEM PAL 2011 Event**  
**CROSS COP LEADERSHIP GROUP MEETING**  
**Parliament Building, Bern, Switzerland, 6-8 July 2011**

**Background**

During the 26-28 January PEM PAL Plenary meeting in Zagreb, representatives of the Leadership Groups of the Budget, Treasury and Internal Audit Communities of Practice (CoPs) identified preliminary strategies to improve communication both within and between CoPs.

Specifically, representatives identified the need for more frequent and targeted meetings of the three CoP Leadership Groups to identify synergies and to develop strategies to improve the effectiveness of the PEM PAL network.

In line with the overall objectives of the PEM PAL Network, such ownership and leadership should be supported and this concept note proposes the facilitation of the second of such meetings to be held from Wednesday 6 July to Friday 8 July 2011.<sup>1</sup>

The meeting will be hosted by the Chair of the Steering Committee and it is proposed that the event include a study tour to the Ministry of Finance in Bern, Switzerland. A Steering Committee meeting will also be held to gain input of members to the medium term strategy for the PEM PAL network.

**Objectives of Meeting**

The Cross-Cop Leadership Group meeting will aim to:

- Develop and discuss medium term strategies to improve the effectiveness and sustainability of the PEM PAL network;<sup>2</sup>
- Learn better practices in budget, treasury and audit processes from the Government of Switzerland;
- Identify and share good practices within CoPs and develop strategies to address problems; and
- Review progress with CoP learning agendas and ensure past and future progress is in line with agreed 2010-2012 plans.

At the beginning of the event, the CoP Leadership Group members will attend a meeting of the Steering Committee. The main agenda point will be to discuss the strategy of PEM PAL beyond 2012 with an aim to achieve sustainability and self-sufficiency over the medium term. The draft performance plan for the Community Facilitator's position will also be discussed and approved to ensure an agreed understanding of the expected outputs and responsibilities of the role.

**Expected Outputs**

Expected key outputs of this meeting include:

- The identification and documentation of strategies to improve the effectiveness and sustainability of the PEM PAL network;
- The identification of good practice approaches in budgetary processes of the Government of Switzerland;
- The identification and documentation of strategies to improve communication both within and between CoPs;

---

<sup>1</sup> The first such meeting was held in June 2010 but only TCOP and IA COP Executive Committee members attended.

<sup>2</sup> To assist with this objective, a draft document will be prepared by the Community Facilitator before the meeting and distributed for comment and discussion.



- A listing of good practice approaches currently being used within each CoP (eg wiki, newsletters);
- The identification of challenges being experienced in the network and options developed to address them (eg language barriers, best ways to increase engagement within CoPs);
- The identification of past and required future progress to meet agreed CoP learning agendas; and
- Input to, and approval of, the Community Facilitator's draft Performance Plan.

### **Format**

The event will consist of facilitated discussions to achieve the event objectives. Information will also be prepared prior to the event to assist in these discussions (e.g. draft Community Facilitator's Performance Plan; draft strategy document to improve network effectiveness).

A study tour of the Ministry of Finance in Switzerland will also be arranged to contribute to the professional development of the Leadership Group members. This study tour will outline the Switzerland Government's current budget, treasury and audit processes and cover one to three topics identified by each CoP as being of interest to its current learning agenda. To facilitate discussions, the Swiss Government will develop and distribute short papers/presentations on these nominated topics before the event. The Swiss Government papers/presentations will be coordinated by the Chair of the Steering Committee and the CoP Leadership Groups' issues of interest will be coordinated by the CoP chairs and the Community Facilitator.

It is proposed that the meeting be held for three days from 6 to 8 July 2011. It is suggested that the format of the meeting is as follows:

### **Day1**

Steering Committee Meeting with main agenda item the PEM PAL medium term strategy.

### **Day2**

Peer learning of different topics including exchange with Swiss Ministries

### **Day 3**

Quarter day: Cross-CoP Leadership Group meeting to discuss and develop strategies to improve communication within and between CoPs

Quarter day: CoP specific meetings (eg to review action plan progress)

Half day: Sightseeing tour

### **Participants**

Participants would include the current members of the CoP Leadership Groups (ie approximately 25 members in total) plus Steering Committee members (11 excluding the CoP chairs). Thus an estimated 35 people are expected to attend the event. It is proposed that Florence Beraud will also attend to provide professional facilitation.

### **Budget**

The costs of this meeting will be covered by the budget allocated to the Steering Committee.

### **Next Steps**

Given approval of a draft of this concept note by the PEM PAL Steering Committee, the Secretariat will now begin preparations for the proposed meeting in line with Articles 10 and 26 of the PEM PAL Rules of Procedure.