



STABILITY PACT FOR SOUTH EASTERN EUROPE

***ANTI-CORRUPTION INITIATIVE (SPAI)
REGIONAL SECRETARIAT LIAISON OFFICE (RSLO)***

**DRAFT SPAI RSLO
WORKPLAN AND SCHEDULE
2004 - 2005**

This outline has been developed in March 2004 by the Regional Secretariat Liaison Office of the Stability Pact Anticorruption Initiative (SPAI RSLO) based in Sarajevo, Bosnia Herzegovina. After having been circulated among the Friends of the Chair, this revised version includes comments and suggestions submitted until 21 April 2004 by the OECD and ABA CEELI.

The document is presented to the Steering Group of the SPAI for discussion and approval at its 7th Meeting that is to be held on 5-6 May 2004, in Sveti Stefan, Republic of Montenegro.

Further comments and suggestions regarding the Draft SPAI RSLO Work Plan and Schedule for 2004 - 2005 can be sent to the Secretariat:

SPAI RSLO	Josip Brkić, Executive Secretary
Staff	Cornel – Virgiliu Calinescu, Anticorruption Expert Nedzma Džananović, Administrative Assistant
Phone	0038733.550.220
Fax	0038733.550.221
E-mails	brkicj@lsinter.net calinescucv@lsinter.net džananovicn@lsinter.net



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1. BACKGROUND

The Stability Pact Anti-Corruption Initiative (SPAI) was adopted in Sarajevo in February 2000 by national governments, donors and international organisations as a policy framework to encourage and support the countries of the region in advancing the fight against corruption in line with international anti-corruption standards. The SPAI is aiming at fostering domestic anti-corruption reforms in five priority areas: adoption of international instruments, governance and public administration, national legislation and the rule of law, integrity in business sector and involvement of civil society.

Along these lines, the SPAI started on an initial assessment of the participating countries of the region completed in 2002 and developed into a framework of policy dialogue, regional collaboration and technical assistance in support of anti-corruption reform efforts in the region. The activities of the SPAI are overseen by the Steering group, chaired by Professor Ugo Draetta. The Secretariat of the SPAI was initially based in the Council of Europe and the OECD.

At its September 2002 meeting in Rome the SPAI Steering Group agreed on the need to transfer the Secretariat of the SPAI to the region in order to promote **local ownership** of the initiative and further enhance **regional capacities** to lead the fight against corruption in South East Europe. This decision was reconfirmed at the SPAI SG meeting in Brussels in April 2003 and endorsed at the Stability Pact Working Table and Regional Table meetings in Cavtat, Croatia in May 2003.

The establishment of the Regional Secretariat Liaison Office (RSLO) in Sarajevo received strong support from the countries of the region participating in the SPAI: Albania, Croatia, Bosnia and Herzegovina, Moldova, Romania, Serbia, Montenegro, and the Former Yugoslav Republic of Macedonia, at the 6th Steering Group Meeting which was held in Sarajevo, September 2003.

The **legal and policy framework** for the establishment of the Regional Secretariat Liaison Office is provided by the:

- *Agreement between Bosnia and Herzegovina and the Office of the Special Coordinator of the Stability Pact for South Eastern Europe* – signed on 15 September 2003;
- *SPAI Strategy for 2003 and beyond*; and
- *SPAI RSLO Terms of Reference*, both documents adopted during the 6th Steering Group Meeting on **23 September 2003**.



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The **official opening** of the Regional Secretariat Liaison Office (RSLO) took place during the Regional Meeting of the Ministers of Justice under the South-East European Co-operation Process (SEECP), on **27-28 October 2003**.

Starting with **15th of March 2004**, the Regional Secretariat Liaison Office (RSLO) in Sarajevo is **operational** ([appendix 1 – SPAI RSLO administrative configuration](#)).

2. MANDATE OF THE SPAI RSLO

The establishment of the RSLO is the first step in a process of **conveying leadership of the SPAI to the countries of the region** and a mechanism to jointly develop a new vision of the Initiative. The RSLO will serve as a concrete and visible demonstration of the commitment of the regional states to the continuing, concerted and coordinated fight against corruption in SEE.

In this light, the RSLO is responsible for designing and implementing a comprehensive work program aiming to contribute to the capacity of the SPAI countries to fight corruption and to the work towards raising international anti-corruption standards. The RSLO is also in charge of the administration and secretariat support to the SPAI, in coordination with the OECD and the Council of Europe.

To carry out its responsibilities, the RSLO will proceed in three phases in the course of which it would transit into the **Regional Anticorruption Initiative Secretariat**. The RSLO could take, through time the full responsibility over the following functions:

- Provide general administrative support to the SPAI Steering Group;
- Serve as the venue for the conduct of anticorruption training, SPAI meetings and regional information exchange;
- Coordinate training and operational proposals;
- Cooperate with other anticorruption programs in the region;
- Develop targeted project proposals;
- Function as forum for conduct of public awareness campaigns against corruption;
- Serve as a regional resource and information centre;
- Serve as primary point of contact within the region for interaction with SPAI partners;
- Maintain and refine on a continuing basis the Action Plan for the SPAI.



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3. SPAI PRIORITIES AND SPAI RSLO OVERALL OBJECTIVES

In the framework of the SPAI STRATEGY for 2003 and beyond adopted by the Steering Group in September 2003, the four overall **strategic priorities of the Initiative** are to:

1. Transfer the leadership of the SPAI to the region;
2. Develop dialogue at political and technical level;
3. Foster policy reforms;
4. Dialogue on technical assistance.

In order to contribute to the achievement of these priorities and in line with the SPAI RSLO Terms of Reference, the Steering Group sets the following **overall objectives for the work of the Secretariat of the Initiative in 2004 – 2005**:

1. complete the administrative and operational configuration;
2. undertake its operational and substantive role in coordinating SPAI activities in the region; and
3. undertake its main role to assess, coordinate, and draft anticorruption activities and proposals for specific legislative and judicial reform.

4. SPAI RSLO SPECIFIC OBJECTIVES

This section will review the SPAI RSLO short, medium and long term specific objectives and the envisaged activities.

4.1.1. SHORT TERM SPECIFIC OBJECTIVES

1. RSLO will be established within the facilities provided by the BiH Government and will organize and configure its offices to support its mission and specific objectives;
2. RSLO will serve to support the SPAI Chairman and the Secretariat functions previously being carried out under the auspices of the OECD and the Council of Europe.
3. The RSLO will coordinate among the regional states and serve as the primary point of contact between the region and the SPAI on regional issues.
4. RSLO will host and support regional training courses and coordinate public awareness activities related to SPAI objectives.
5. The RSLO will also serve as a regional resource center for the SPAI, for regional perspectives on the anticorruption campaign and to provide general administrative support for regional activities.



4.1.2. ENVISAGED ACTIVITIES

- strategic planning sessions and training for the RSLO staff;
- setting up and developing a regional anticorruption network;
- organising the SPAI Steering Group Meetings;
- organising training workshops and conferences for anticorruption experts and policy makers;
- developing and implementing a SPAI campaign for raising public awareness;

4.2.1. MEDIUM TERM SPECIFIC OBJECTIVES

1. SPAI RSLO will assume increasing responsibility for Secretariat support for SPAI activities in the region.
2. The RSLO will serve as the primary point of contact within the region for interaction with SPAI partners, international organizations, and nongovernmental organizations.
3. RSLO will coordinate and cooperate closely with ongoing anticorruption programs conducted by the OECD, the Council of Europe, the European Commission, Transparency International, Open Society Institute and other SPAI stakeholders. Specifically, the RSLO will work closely with all SPAI partners to support and implement the SPAI Action Plan.
4. The RSLO will coordinate training and operational proposals from the regional states as well as from donor states and will develop recommendations for specific projects based on its own assessment of regional needs.
5. The RSLO will in time take responsibility for the SPAI historical records and files and act as the regional center for information exchange.
6. In the normal course of its training programs, the RSLO will host anticorruption experts from regional states to enhance the capabilities of both the RSLO staff and the regional experts and to foster greater exchange of information and expertise among the regional partners.

4.2.2 ENVISAGED ACTIVITIES

- updating the previous SPAI assessments on member states needs for anticorruption technical assistance;
- developing the regional anticorruption training program;
- fund raising activities for specific anticorruption projects.
- organising training workshops and conferences for anticorruption experts and policy makers;
- establishing a public regional anticorruption data base;



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4.3.1. LONG TERM SPECIFIC OBJECTIVES

1. RSLO will become fully self-sustaining and will provide full Secretariat support to the SPAI.
2. It will be responsible for the administrative support to the Chairman and will coordinate the meetings of the SPAI Steering Group and other such activities as directed by the Chairman.
3. In addition to full support for training and operational activities, the RSLO will maintain and refine on a continuing basis the Action Plan for the SPAI and the strategic concept governing the coordinated regional fight against corruption.
4. The RSLO will increasingly become the ultimate reference center for anticorruption activities and will become the advocate of choice for related legislative and judicial reform in the region.
5. In the end state, the RSLO will cease to be a liaison office but will transition to become the Regional Anticorruption Initiative Secretariat itself. In this capacity, the office in Sarajevo will remain as an institution and the embodiment of the commitment of the regional states to the fight against corruption

4.3.2 ENVISAGED ACTIVITIES

- Updating and refining the SPAI Strategy and Action Plan;
- Developing specific regional anticorruption projects;
- Providing the member states with specialized expertise on anticorruption and related issues.



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5. SPAI RSLO SCHEDULE FOR THE ACTIVITIES THAT ARE TO BE CARRIED OUT IN 2004 - 2005

OVERALL OBJECTIVE 1 - COMPLETE ADMINISTRATIVE AND OPERATIONAL CONFIGURATION						
Activities	Description /Outcome	Schedule	Budget 2004	Budget 2005	Completed Yes/No	Comments
Office space	Within the Ministry of Defence (MoD) Building, Bistrik 5, Sarajevo, BiH	1 March 2004	Free of charge	Free of charge	Yes	Provided by BiH Government
Identifying conference facilities to be used periodically for meetings, conferences and training courses	2 Conference rooms within MoD building 6 Conference rooms within the Parliamentary Building Full conference side events facilities are available	15 March 2004	Free of charge	Free of charge	Yes	Provided by BiH Government
Funds rising for anticorruption projects	RSLO will submit number of project proposals related to anticorruption	Ongoing	Free of charge	Free of charge	-	For the operational costs of the RSLO the Advocacy Subgrant Agreement between The American Bar Association on behalf of the Central



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	activities to different potential donors active in the region.					and East European Law Initiative (CEELI) through The Fund for Justice and Education and Stability Pact Anti-Corruption Regional Secretariat Liaison Office for Anti-Corruption Project – 2 February – 30 April 2004; The budget for the next 6 months is drafted by RSLO
Procurement	3 PCs, 1 laptop, 1 network printer, scanner, fax and copy machine, software	20 March 2004	Yes	-	Yes	The procurement procedure for the necessary IT equipment was finalized
Communication lines	Telephone, fax, e-mail and Internet	20 March 2004	Yes	-	Yes	All communication lines are in place and operational
Initial staffing	In accordance with SPAI RSLO ToR	15 March 2004	Yes	-	Yes	Starting with 15 th of March SPAI RSLO is fully operational
Strategic planning session	To formulate long term vision of the RSLO - 3 days workshop	Second part of May 2004	Yes	-	-	Supported by ABA CEELI – RIBA
Training program for the RSLO staff and signing the Memorandum	Based on strategic plan and work plan the RSLO with the support of RIBA will prepare	End of May 2004	Yes	-	-	On 16 March 2004, ABA CEELI organized the first workshop for the RSLO staff on „Basic Financial Management and Grant Financial Reporting“.



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of Understanding between CEE Regional Institution-Building Advisor (RIBA) Program and Regional Secretariat Liaison Office (RSLO)	and conduct necessary training program for the office staff					
Taking over the administrative and historical files of the SPAI	In accordance with SPAI RSLO ToR	5 May 2004	Upon available funds	-	-	Currently maintained by the former SPAI Secretariat at the OECD
Official web site of the SPAI	In collaboration with the OECD, carry out the transfer of the SPAI web site from the OECD to another server and domain; insure the maintenance and regular updating of the web site	May – End June 2004	Upon available funds	Upon available funds	-	So far the SPAI web site was maintained by the OECD and hosted on the OECD server under the domain name http://www1.oecd.org/daf/SPAIcom/



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Building the Regional Anticorruption Network	Contact info for policy makers and experts from the region (governmental/non governmental organisations, international organisations)	November 2004	NA	-	-	To be developed in cooperation with national high representatives and SPAI stakeholders
SPAI RSLO dissemination campaign	Higher visibility of Stability Pact Anticorruption Initiative and RSLO	Mid September 2004	Upon available funds	-	-	The campaign will consist in organising press conferences on regular bases and specific activities for raising awareness about SPAI and RSLO within the public and international community



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OVERALL OBJECTIVE 2 - UNDERTAKE OPERATIONAL ROLE IN COORDINATING SPAI ACTIVITIES IN THE REGION

Activities	Description /Outcome	Schedule/ Venue	Budget 2004	Budget 2005	Completed Yes/No	Comments
Organization of 7 th Steering Group Meeting	Decisions on: -SPAI RSLO Work Plan - the role of the SPAI in SEECP Joint Campaign to Fight Organized Crime and Corruption -future steps in implementing the SPAI objectives	5 May 2004 Sveti Stefan Rep Montenegro	Yes	-	-	Organization of the 7 th SG MTG is ongoing. Upon decision of the SG RSLO will organize the 8 th SG MTG – in second part of 2004.
SEECP – Justice and Home Affaires Conference	Initiating the SEECP Join Campaign to Fight Organised Crime and Corruption	16 - 18 May 2004 Bucuresti, Romania	Yes	-	-	In cooperation with WT III and SPOC
Regional working tables and meeting	Report on SPAI progress	6-7 June 2004 Portoroz, Slovenia	Yes	-	-	-



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Workshop on UN Convention against corruption (concept paper – appendix 2)	Awareness rising at regional level regarding the new standards set forth by the global anticorruption legal instrument	5 June 2004 Sarajevo, BiH	Upon available funds	-	-	One day workshop for government officials, judiciary and diplomats from the SPAI member countries.
Developing and coordinating a Regional Anticorruption Program for Raising Public Awareness (concept paper – appendix 3)	Regional wide implementation of an awareness campaign focusing on SPAI activities and building public confidence in anticorruption agencies	October 2004	Upon available funds	-	-	The campaign will be carried out in all SPAI countries
Workshop on „Investigating high corruption cases“ (concept paper – appendix 4)	Exchange of professional experience and sharing information, focusing on available techniques and means of investigation, court procedures and case studies.	October 2004	Upon available funds	-	-	A two days workshop for specialized anticorruption prosecutors, judicial police officers and intelligence experts.



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Organization of 8 th Steering Group Meeting	-	December 2004	NA	-	-	The meeting will be organised in accordance with the decisions adopted during the 7 th Steering Group
Building the Regional Anticorruption Data Base	The data base will consist in information on anticorruption legislation, institutions, strategies, projects, progress reports, studies and statistics	December 2004	Upon available funds	-	-	To be developed in cooperation with the SPAI high representatives and SPAI stakeholders The data base will be developed with two levels of access via INTERNET (public and restricted)
Ongoing and planned anticorruption activities in SEE of donors and international organisations (OECD, CoE, US and other SPAI international partners)	1. Ongoing OECD Anti-bribery and Governance project “Conflict of Interest Management: from Policy to Practice” 2. OECD Anti-bribery project “Budget reviews and transparency in budgets and public	1. Second half 2004 2. May-June 2004				SPAI countries/organisations are invited to identify possible role or involvement of SPAI RSLO within the existing or planned Anticorruption projects



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	finance” in cooperation with the governments of Romania and Serbia 3. Council of Europe 4. ABA/CEELI 5.Others					
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OVERALL OBJECTIVE 3 - UNDERTAKE THE MAIN ROLE TO ASSESS, COORDINATE, AND DRAFT SPECIFIC ANTICORRUPTION ACTIVITIES AND PROPOSALS FOR SPECIFIC LEGISLATIVE AND JUDICIAL REFORM.

Activities	Description /Outcome	Schedule	Budget 2004	Budget 2005	Completed Yes/No	Comments
Assessment of the regional anticorruption needs and specific requirements	Update of the previous SPAI assessments, drawing on other evaluations, such as those carried out under GRECO and SAP, in order to obtain an overall image of progress made by the SPAI countries and to identify future areas for assistance	November 2004	Upon available funds	-	-	<p>The assessment will be based on a questionnaire developed in cooperation with partner organisations. All SPAI member countries will provide inputs. The document will be a starting point for developing regional anticorruption projects/activities.</p> <p>The draft assessment will be presented within the 8th Steering Group Meeting</p>



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<p>First Annual SPAI Conference</p>	<p>High-level meeting in accordance with the SPAI Strategy objective to develop a forum for reviewing anti-corruption policies and practices, sharing information and lessons learned at two different levels: High-level policy meetings and - Workshops within a technical expert network.</p>	<p>February 2005</p>	<p>-</p>	<p>Upon available funds</p>	<p>-</p>	<p>The Conference could be preferably organized back to back with the 9th MTG This event will also mark the 5th year of SPAI existence within the international arena.</p>
<p>Regional exchange of anticorruption experts</p>	<p>Study visits to the countries in the region should provide the opportunity for experts from the SPAI countries to exchange day to day experiences bilaterally and learn about different practices of fight against corruption</p>	<p>March 2005</p>	<p>-</p>	<p>Upon available funds</p>	<p>-</p>	<p>Based on requests made by regional experts through the national high representative, the SPAI RSLO will provide financial support for study visits within the SPAI region.</p>