

**Public Administration and Personnel Department,
Ministry of Finance**



CYPRUS PRESIDENCY – EUPAN

**“Guidelines for EUPAN members
concerning inquiries, collection and
dissemination of information”**

**Joint HRWG/IPSG Meeting
*15-16 October 2012, Limassol***

Guidelines – Background & Objectives

- ❑ EUPAN is a platform for sharing knowledge and experience among experts
- ❑ Increasing scale/number of inquiries by individual EUPAN members via email - Consideration to the need to issue Guidelines for both inquiring & responding members

- ❑ **Objective of Guidelines:**

- To better structure and make the collection and dissemination of information as useful and beneficial for all of EUPAN
- Ensure transparency and increase EUPAN's added value and efficiency

- ❑ EUPAN members are strongly encouraged to follow the Guidelines and make them available to other colleagues
- ❑ Joint work of Danish (first draft) and Cyprus Presidencies (review & finalization), in close cooperation with Ext. Troika (PL,CY, IR, LT, EC)



INQUIRING MEMBER

- Consider the time and resources of colleagues
- Consult other resources (EUPAN surveys, EIPA, OECD etc)
- Formulate questions clearly and precisely, taking into consideration the variety of PA
- Delimit the list of recipients only to group concerned
- Limit the number of questions
- Summarize/copy paste all collected information and disseminate to EUPAN members

RESPONDING MEMBER

- Provide clear and precise answers
- Provide contact info of other colleagues, if necessary
- Use website references, where possible
- Delimit the list of recipients to your reply, considering the information will be made available to all by the inquiring member

Cyprus Presidency – Guidelines Roadmap



Cyprus Presidency of the Council of the EU

Troika Sec. Meeting 24 Sept 2012	Presentation and discussion of the draft Guidelines
25 Sept – 5 Oct 2012	Troika members send additional input on the draft Guidelines to the Presidency
5 Oct – 11 Oct 2012	The draft Guidelines are sent to EUPAN members for their comments/input
HRWG/IPSG Meeting 15–16 Oct 2012	Brief presentation/discussion of the draft Guidelines & the input received by EUPAN members
DG Troika Meeting 16 Nov 2012	Brief presentation and discussion of the draft Guidelines at the DG Troika meeting
DG Meeting 5 Dec 2012	Brief presentation of the final Guidelines at the DG meeting
	Guidelines are distributed to EUPAN members and posted on the EUPAN website

Thank you for your attention

Questions – Initial thoughts

