

Standard Summary Project Fiche – IPA centralised programmes

1. Basic information

1.1 CRIS Number: 2009/021-666

1.2 Title: **Preparatory measures for the Lifelong Learning and Youth in Action programmes**

1.3 ELARG Statistical code: 04.26

1.4 Location: Croatia

Implementing arrangements:

1.5 Contracting Authority (EC):

European Community represented by the Commission of the European Communities for and on behalf of Croatia.

1.6 Implementing Agency:

The European Commission's Directorate-General for Education and Culture has the overall responsibility for the programme.

1.7 Beneficiary:

The main beneficiary of the programme will be the Croatian "Agency for Mobility and EU Programmes" which was established as separate legal entity in November 2007, with a view to being accredited as the national agency in charge of the implementation of the Lifelong Learning and Youth in Action Programmes.

Financing:

1.8 Overall cost (VAT excluded)¹: EUR 3 350 000

1.9 EU contribution: EUR 2 500 000

1.10 Final date for contracting: 2 years following the end date of conclusion of the Financing Agreement

1.11 Final date for execution of contracts: 2 years following the end date for contracting

1.12 Final date for disbursements: 3 years following the end date for contracting

2. Overall Objective and Project Purpose

2.1 Overall Objective:

¹ The total cost of the project should be net of VAT and/or other taxes. Should this not be the case, the amount of VAT and the reasons why it should be considered eligible should be clearly indicated (see Section 7.6)

The overall objective of the preparatory measures is to improve and monitor the effectiveness of Croatia's preparations for participation in the Lifelong Learning and Youth in Action programmes.

2.2 Project purpose:

The preparatory measures have three main purposes:

- preparing the national agency to manage the programmes (complete the recruitment and training of the staff): capacity building;
- information campaigns for the potential beneficiaries (translation and publication of the main documents, publication of leaflets, seminars, ...);
- participation in pilot activities.

2.3 Link with AP/NPAA / EP/ SAA

N/A

2.4 Link with MIPD

The MIPD foresees pre-accession assistance in support of institutional capacity building for acquis transposition and implementation according to the priorities identified in the Accession Partnership, the screening reports and subsequent negotiations in the different chapters of the acquis. In the negotiations on chapter on Education and Culture, Croatia committed itself to establish an independent national agency for the implementation of the Lifelong Learning and Youth in Action programmes, and to use the European Commission's technical assistance and pre-accession funds to train an adequate number of staff to manage these programmes.

2.5 Link with National Development Plan

N/A

2.6 Link with national/ sectoral investment plans

N/A

3. Description of project

3.1 Background and justification:

Participation of candidate countries in Community programmes is an essential element of the pre-accession strategy. It aims at familiarising the candidate countries to the Community policies and working methods.

Croatia has expressed the wish to participate in the Lifelong Learning and Youth in Action programmes. Most of the activities of these programmes are managed by national structures established by the participating countries, to which the Commission entrusts wide implementation tasks, including selection, contracting, payment, monitoring of projects. Participation in these programmes is therefore conditional to the fulfilment of requirements concerning the capacity of these national structures (called the "national agencies"), to ensure sound financial management of the programmes.

Such requirements make necessary that Croatia implements preparatory measures with the assistance of the Commission Directorate General for Education and Culture, which is in charge of these Community programmes.

Croatia has established a National Agency, which has started to recruit and train its staff, inform potential beneficiaries and implement some pilot projects. These preparatory measures, financed under IPA 2007, need to be extended and strengthened in order to allow the National Agency to complete its training and test its capacity to manage pilot projects at a wider scale.

3.2 Assessment of project impact, catalytic effect, sustainability and cross border impact (where applicable)

At the end of the preparatory period, the capacity of the National Agency to manage the Community programmes will be assessed by the Commission and by the Croatian National Authorities.

3.3 Results and measurable indicators:

- Concrete administrative structures, appropriate infrastructure, adequate and well trained staff and management systems being in place and satisfying the requirements for sound financial management of the Lifelong Learning and Youth in Action programmes.
- All relevant documentation concerning the programmes translated, published and disseminated in the country; stakeholders well informed on the programmes and application procedures.
- Capacity of the National Agency to manage the programmes in a satisfactory way tested on a sufficient scale before Croatia's full participation in the programmes.

Measurable indicators:

Specific tasks identified in the work plan agreed with the European Commission have been completed according to the programme rules.

3.4 Activities:

Two grant agreements will be concluded with the national agency (one for the Lifelong Learning programme, and one for the Youth in Action), which will provide:

- co-financing of the operational costs of the National Agency, such as :
 - personnel, premises, general office expenditure, data processing (equipment, software, setting up compatible network links and databases);
 - training of personnel and experts (travel and other costs related to participation in meetings organised by the Commission, study visits to the Executive Agency and other National Agencies, training courses in general skills, training seminars for experts);
 - information of the stakeholders and awareness raising on the programmes (translation and publication of relevant programme documentation, seminars, conferences at national level for potential applicants, support for networking, building partnerships, programme launch event).
- financing of pilot projects, which will allow to test at a sufficient scale the capacity of the national agency to manage the programmes and give stakeholders the possibility to participate in some projects according to the programme rules (by applying to the national Agency). It will provide feedbacks and experience to staff and beneficiaries before full participation in the programme.

3.5 Conditionality and sequencing:

These projects follow upon and extend the preparatory measures which have started being implemented under IPA 2007.

A work plan will be prepared by Croatia in consultation with the Commission (Directorate General for Education and Culture), which will be attached to the grant agreements.

The minimum requirements with regard to internal control standards applicable to the national agencies and to their management of the projects should be fulfilled before the Commission transfers to the national agency the funds allocated to the pilot projects.

3.6 Linked activities:

The Lifelong Learning and Youth in Action programmes are the only Community programmes which are managed by national agencies in the participating countries. They need therefore specific preparatory measures.

In addition, Croatia benefited in the past from substantial EC financial assistance under the Tempus Programme, which has contributed to preparations for its future participation in the Lifelong Learning Programme.

3.7 Lessons learned:

Such preparatory measures have been implemented with the other candidate countries before their accession to the programmes.

Experience shows that thorough preparation is needed before full participation in the programmes, for participation to take place in good conditions, and to avoid problems in the management of the programmes.

4. Indicative Budget (amounts in EUR)

			SOURCES OF FUNDING									
			TOTAL EXP.RE	IPA COMMUNITY CONTRIBUTION		NATIONAL CONTRIBUTION					PRIVATE CONTRIBUTION	
ACTIVITIES	IB (1)	INV (1)	EUR (a)=(b)+(c)+(d)	EUR (b)	%(2)	Total EUR (c)=(x)+(y)+(z)	% (2)	Central EUR (x)	Regional/ Local EUR (y)	IFIs EUR (z)	EUR (d)	% (2)
Activity 1												
contract 1 (LLP)	X		2 650 000	2 000 000	75.47	650 000	24.53	650 000	-	-	-	-
contract 2 (Youth in Action)	X		700 000	500 000	71.43	200 000	28.57	200 000	-	-	-	-
TOTAL IB			3 350 000	2 500 000	74.63	850 000	25.37	850 000	-	-	-	-
TOTAL INV			-	-	-	-	-	-	-	-	-	-
TOTAL PROJECT			3 350 000	2 500 000	74.63	850 000	25.37	850 000	-	-	-	-

Amounts net of VAT

(1) In the Activity row use "X" to identify whether IB or INV

(2) Expressed in % of the **Total** Expenditure (column (a))

5. Indicative Implementation Schedule (periods broken down per quarter)

Contracts	Start of Tendering	Signature of contract	Project Completion
Contract 1 (LLP)	N/A (direct grant agreement)	1Q 2010	1Q 2011
Contract 2 (Youth in Action)	N/A (direct grant agreement)	1Q 2010	1Q 2011

6. Cross cutting issues

6.1 Equal Opportunity

The Director of the National Agency should ensure that the principle of equal opportunity is duly respected in the staff policy of the National Agency.

In the implementation of the Lifelong Learning and Youth in Action programmes (pilot projects), due regard shall be paid to ensuring that they contribute fully to promoting equality between men and women and combating all forms of discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation. Particular efforts shall be made with regard to learners with special needs and young people who have particular difficulties taking part in the programmes for educational, social, physical, psychological, economic or cultural reasons or because they live in remote areas.

6.2 Environment

N/A

6.3 Minorities

The project does not directly involve activities with a minority's impact. See however point 6.1 on equal opportunity.

ANNEXES

- 1- Log frame in Standard Format
- 2- Amounts contracted and Disbursed per Quarter over the full duration of Programme
- 3- Description of Institutional Framework
- 4 - Reference to laws, regulations and strategic documents:
 - Reference list of relevant laws and regulations
 - Reference to AP /NPAA / EP / SAA
 - Reference to MIPD
 - Reference to National Development Plan
 - Reference to national / sectoral investment plans
- 5- Details per EU funded contract (*) where applicable:
 - For *grants schemes*: account of components of the schemes

ANNEX 1: Logical framework matrix in standard format

Preparatory measures for the Lifelong Learning and Youth in Action programmes			
	Contracting period expires: 2 years following the end date of conclusion of the Financing Agreement	Disbursement period expires: 3 years following the end date for contracting	
		Total budget: EUR 3 350 000	IPA budget: EUR 2 500 000

Overall objective	Objectively verifiable indicators	Sources of Verification	
The overall objective of the preparatory measures is to improve and monitor the effectiveness of Croatia's preparations for participation in the Lifelong Learning and Youth in Action programmes.	National Agency in charge of the management of the Lifelong Learning and youth in Action programmes ready to assume its tasks.	<ul style="list-style-type: none"> • DG EAC monitoring visits • Declaration of assurance by Croatia's national authority 	
Project purpose	Objectively verifiable indicators	Sources of Verification	Assumptions
<ul style="list-style-type: none"> • preparing the national agency to manage the programmes (complete the recruitment and training of the staff): capacity building ; • information campaigns for the potential beneficiaries (translation and publication of the main documents, publication of leaflets, seminars, ...); • participation in some pilot activities. 	Specific tasks identified in the work plan agreed with the European Commission have been completed according to the programme rules.	<ul style="list-style-type: none"> • Intermediary and final reports by the Agency • DG EAC monitoring visits • Ministry of Education and Science • Minutes of meetings • Mission reports 	<ul style="list-style-type: none"> • Provision of sufficient resources to support the management of the agency. • Continued political and budgetary support from the government.

Results	Objectively verifiable indicators	<ul style="list-style-type: none"> • Publications • Workshop outputs • Media sources 	
<ul style="list-style-type: none"> • Concrete administrative structures, appropriate infrastructure, adequate and well trained staff and management systems being in place and satisfying the requirements for sound financial management of the Lifelong Learning and Youth in action programmes. • All relevant documentation concerning the programmes translated, published and disseminated in the country; stakeholders well informed on the programmes and application procedures. • Capacity of the National Agency to manage the programmes in a satisfactory way tested on a sufficient scale before Croatia's full participation in the programmes. 	<ul style="list-style-type: none"> • Number of staff recruited and trained. • Relevant Premises. • Relevant equipment and software. • Job descriptions, segregation of duties, workflows, manual of procedures. • Number of publications, leaflets and documents translated. • Number of seminars held. • Sound financial management of the pilot activities. 		
Activities	Means	Costs	Assumptions
<ul style="list-style-type: none"> • personnel, premises, general office expenditure, data processing (equipment, software, setting up compatible network links and databases); • training of personnel and experts : travel and other costs related to participation in meetings organised by the Commission, study visits to the Executive Agency and other National Agencies, training courses in general skills (e.g. languages, project management, accounting, presentation skills), training seminars for experts; • information of the stakeholders and awareness raising on the programmes : translation and 	2 grant agreements (1 for Lifelong Learning, and 1 for Youth in Action).	EUR 3 350 000	

<p>publication of relevant programme documentation, seminars, conferences at national level for potential applicants, support for networking, building partnerships, programme launch event.</p> <ul style="list-style-type: none"> • pilot projects, which will allow to test at a sufficient scale the capacity of the national agency to manage the programmes and give stakeholders the possibility to participate in some projects according to the programme rules (by applying to the national Agency). It will provide feedbacks and experience to staff and beneficiaries before full participation in the programme. 			
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Pre-conditions

ANNEX II: amounts (in €) Contracted and disbursed by quarter for the project

Contracted	1Q/2010	2Q/2010	3Q/2010	4Q/2010	1Q/2011	2Q/2011	3Q/2011	4Q/2011	1Q/2012	2Q/2012	3Q/2012	4Q/2012
Contract 1 (LLP)	2 000 000											
Contract 2 (YiA)	500 000											
Cumulated	2 500 000											
Disbursed												
Contract 1 (LLP)		1 600 000				300 000						100 000
Contract 2 (YiA)		400 000				100 000						
Cumulated		2 000 000				2 400 000						2 500 000

3- Description of Institutional Framework

The Agency for Mobility and EU Programmes, the Croatian national agency (NA), is the single executive body at the operational level for carrying out day-to-day management activities related to the Lifelong Learning (LLP) and Youth in Action programmes.

The NA is responsible for its work regarding the implementation of each programme to the National Authority – Ministry of Science, Education and Sports as regards LLP, and Ministry of Family, Veterans' Affairs and Inter-generational Solidarity as regards Youth in Action; and to the European Commission. The NA will work in close cooperation with all the institutions and stakeholders that are relevant for the implementation of both programmes.

In order to ensure the appropriate legal framework for the autonomous work of the Agency, the Act on the Agency for Mobility and European Union Programmes was passed on 27th October 2007. This Act stipulates that the Agency for Mobility and EU programmes is the national agency for the LLP and Youth in Action Programmes. Apart from appointing the Agency as the national agency, the Act also defines its duties and responsibilities, as well as the way it is managed (the director of the agency being responsible to the Governing Board, and the Governing Board being responsible to the national authority).

The national authority in charge of the supervision of the national agency as regards LLP is the Ministry of Science, Education and Sports. Operational tasks will be performed by the Directorate for International Cooperation and European Integration.

The National Authority in charge of the supervision of the Youth in Action Programme being implemented by the National Agency is the Ministry of Family, Veterans' Affairs and Intergenerational Solidarity. The operational tasks will be performed by the department responsible for youth and department responsible for international cooperation within the Ministry of Family, Veterans' Affairs and Intergenerational Solidarity.

4 - Reference to laws, regulations and strategic documents:

Reference list of relevant laws and regulations

- Decision No 1719/2006/EC of the European Parliament and of the Council of 15 November 2006 establishing the "Youth in Action" programme for the period 2007 to 2013
- Decision No 1720/2006/EC of the European Parliament and of the Council of 15 November 2006 establishing an action programme in the field of lifelong learning
- Commission decision relating to the respective responsibilities of the Member States, the Commission and the National Agencies in implementation of the Lifelong Learning Programme (2007-2013)

- Commission decision relating to the respective responsibilities of the Member States, the Commission and the National Agencies in implementation of the Youth in Action Programme (2007-2013)
- Council Regulation of 17 July 2006 (1085/2006/EC) establishing an Instrument for Pre-Accession Assistance (IPA)
- Commission Regulation of 12 June 2007 (718/2007/EC) implementing Council Regulation (EC) No 1085/2006 establishing an instrument for pre-accession assistance (IPA)

Reference to AP /NPAA / EP / SAA

- Council Decision on the principles, priorities and conditions contained in the Accession Partnership with Croatia and repealing Decision 2006/145/EC (12 February 2008)

Reference to MIPD

- Multi-annual Indicative Planning Document for Croatia 2009-2011

Reference to National Development Plan

N/A

Reference to national / sectoral investment plans

N/A

5- Details per EU funded contract where applicable:

For *grants schemes*: account of components of the schemes

Two grant agreements will be concluded by the European Commission (DG EAC) with the Croatian national agency ("Agency for Mobility and EU Programmes"): one for the Lifelong Learning programme, and one for the Youth in Action programme.