JOINT STANDARD PROJECT FICHE

1. Basic Information

1.1 CRIS Number: 2004/016-783.01.03 (BG)  
2004/016-784.01.04 (RO)

1.2 Title: People to people actions

1.3 Sector: Regional development/CBC

1.4 Location: Romanian and Bulgarian border regions

The People to people actions project is made up of two mirror sections and will be financed by the financial tool – Joint Small Project Fund as follows:

- Small projects for the following NUTS III regions: Mehediniti, Olt, Dolj, Teleorman, Calarasi, Giurgiu and Constanta counties in Romania.
- Small projects for the following NUTS III regions: Vidin, Vratza, Montana, Veliko Tarnovo, Pleven, Rousse, Silistra and Dobrich in Bulgaria.

The project addresses to the programme area described in the Joint Programming Document (JPD) 2003-2006.

2. Objectives

2.1 Overall Objective

The overall objective of the project is to strengthen co-operation between the communities on either side of the border in economic development, living conditions and on-going contact in order to help them to overcome specific development problems resulting from their relative isolation in the framework of national economies.

2.2 Project purpose

This project aims at increasing capability of the Romanian and Bulgarian local stakeholders to develop, manage and implement projects with clear regional cross-border impact in order to raise awareness and co-operation, to develop partnerships and establish local networks on both sides of the border.

2.3 Accession Partnership and NPAA priority

The People to people actions play a key part in the process of preparation of the Romania and Bulgaria for accession to the EU, in particular through the improvement of the administrative capacity of local/regional actors.

This project is part of a process of creating "integration-minded" border regions. The project represents thus an important element in the preparation of Romania and Bulgaria for the adoption of Structural Funds.
People to people actions directly contribute to the removal of existing disparities between the two border regions, to their economic, social and cultural cohesion development and thus to their gradual development alignment. This is particularly important in view of future integration into the European Union. Full membership will require the approximation of levels of economic activity and living standards, in particular in border regions, in order to avoid undue problems connected to the removal of borders and the introduction of the principle of free movement.

Also, “People to people actions” contribute to achievement of the following overall objectives of the Chapter 21 Regional Development of the NPAA:

- Improvement of co-ordination between authorities, increase of national, regional and local level administrative capacities;
- Decentralisation in the field of regional policy.

2.4 Contribution to the National Development Plan

**Romania**

The objectives of the project reflect the Romanian NDP 2004-2006 priorities, which are based on the sectoral and regional strategies and development strategies. These objectives meet the following NDP priorities:

**Priority 1** Improving the competitiveness of the productive sector and making it more attractive to foreign investors

**Priority 2** Improving and developing transport and energy infrastructure and ensuring environmental protection

**Priority 3** Human resources development, increasing employability

**Priority 4** Developing the rural economy and increasing productivity in the primary sector

**Priority 5** Promoting a balanced participation of all Romania’s regions to the socio-economic development process.

Increasing the capability of the local stakeholders to develop, manage and implement projects with clear regional cross-border impact and supporting co-operation between the communities for overcoming specific development problems shall contribute to the success of efforts to strengthen the economy of the target regions and realise their development potential.

**Bulgaria**

The proposed project is in line with the National Economic Development Plan of the Republic of Bulgaria over the 2000-2006 period, and namely with priority 4 “Developing Cross-border Cooperation” under the indicative programme for “Balanced and Sustainable Regional Development”. The Bulgarian Government has planned to actively support and complement the EU initiatives and programmes for cross-border cooperation, while seeking to incorporate the latter into the national framework for regional development planning and programming. The NEDP aims at achieving sustainable development of the entire border region rather than of some individual border areas. The main goal pursued under the above mentioned priority area refers to opening up new horizons, fostering the socio-economic development of the border areas and gradually overcoming the problems resulting from their isolated position at the country’s periphery.
2.5. Cross-border Impact

The People to people actions will support small-scale activities across the borders, according to the fourth priority set up in the Romania-Bulgaria Phare CBC Joint Programming Document 2003-2006, aiming at strengthening existing people-to-people co-operation and new cooperation arrangements across the border, initiated in the fields of:

- Economic development and cooperation
- Human resources development and local employment
- Flow of information and raising of public awareness on cross-border co-operation affairs and on the process of European integration
- Cooperation in health
- Cultural co-operation and exchanges, youth meetings, linguistic education and educational activities for institutions and individuals involved in local/regional development, in local government and in organisations of public interest
- Sport and leisure, local democracy

The People to people actions provide a flexible approach to funding smaller-scale actions, which are defined on the basis of local/regional needs, have a cross-border impact and encourages the development of linkages between the communities/organisations/institutions on both sides of the border. People-to-people co-operation projects raise the awareness of common concerns and chances across the border region and strengthen the positive attitude towards co-operation in solving common concerns and utilize potentials. All applicants have to justify their project proposals in terms of relevance to the common development priorities and measures detailed in the Joint Programming Document. The “people-to-people” aspects of the individual projects and the general direction of the fund guarantee a high degree of cross-border relevance of the scheme.

All projects financed by the People to people actions will focus on personal and communal contacts across the Bulgaria – Romania border, facilitating productive “people to people” contacts between the persons living in the cross-border region and encouraging development of linkages between the communities’ organisations and institutions on both sides of the border. Funds are seen as ideal mechanisms for the “maturing” of cross-border co-operation through allowing greater possibilities for the definition and preparation of joint projects.

The current People to people actions project is fully in line with the priorities that are indicated in the JPD and follows on directly from the support and methodologies developed since 2000.

3. Description

3.1 Background and justification

The Commission Regulation (EC) No. 2760/98 stated that Phare Cross-Border Co-operation Programmes are extended to Phare-Phare countries starting with the year 1999, enabling the Romanian-Bulgarian border region to be eligible for regular Phare CBC support. This first programme with Bulgaria has been focused on investment for major infrastructure projects of common interest in the transport and environment sectors, contributing this way to accession preparation.

With a view to strengthen the local cross-border co-operation of the two border regions, Romania and Bulgaria decided in early 2000 to start to implement a JSPF. The People to people actions project included within the 2000 Phare CBC Programme Romania-Bulgaria supported the key objectives of the Romanian-Bulgarian co-operation, namely to help the
border regions to overcome specific development problems resulting from their relative isolation in the framework of national economies. The procedures for the management and implementation of the People to people actions project 2000 have been prepared and implemented. The successful implementation of JSPF schemes demonstrated that the fund approach is an efficient mechanism to address small-scale intervention and led to a yearly approach of such schemes.

The Phare 2004 People to people actions follow similar operations carried out under the 2000, 2001, 2002 and 2003 Phare CBC programmes. (Phare allocation for each border region of 0.5 MEUR for 2001 and 2002, and 0.8 MEUR for 2003). Approximately 12 projects received support each year on each border. Their success has greatly contributed to the positive image that the Phare Programme enjoys among the population in the target region.

The inclusion of the People to people actions project into the programme is a logical step forward in the overall context of Romania and Bulgaria future accession to the EU, and in the specific context of the development of cross-border co-operation and evolution of the Phare CBC Programme to a Structural Funds approach.

The present scheme will finance under Joint Small Project Fund “soft” projects: business co-operation, enterprise development, technology transfer and marketing for small and medium size enterprises, training, employment, measures for health and cultural exchanges, improvement of information flow and communications between border regions etc.

In order to reach a sufficient impact, these schemes need to be implemented in a multi annual perspective. Together with large-scale activities, supported from the main part of the programme, People to people actions represent a complementary tool in the framework of pre-accession measures in support of the regional development.

3.2 Sectoral rationale

N/A

3.3 Results

Implementation of the People to people actions project is expected to lead to the following results for both - Bulgarian and Romanian border regions:

- Financial support to small-scale “people-to-people” actions in the border regions in the field of economic development, environment, tourism, local employment, cultural exchanges, local democracy, planning and development studies etc.
- Small-scale projects in the fields mentioned above, agreed with the counterpart according People to people actions package rules and guidelines
- Enhanced public awareness and information on cross-border co-operation affairs and on the process of European integration
- Encouraged involvement of the Bulgarian and Romanian local stakeholders in the Phare CBC Programme
- Increased and strengthened capacity of Bulgarian and Romanian local and regional organizations to prepare adequate cross border projects in the context of Phare CBC
- Cross-border links created among the local and regional organizations in the border region.
3.4 Activities

The project is based on the single, repeated joint activity of developing small projects via a mechanism of standardised joint project applications / joint calls for proposals with criteria set in guidelines for applicants. The purpose of the support of these small-scale projects is to broaden the field of activity of the CBC Programme, to encourage local involvement and to facilitate the implementation of small-scale actions that constitute the basis for larger cross-border co-operation projects.

Activities to be carried out:

1. Establishment of JSPF Secretariat and Joint Steering Committee and build the co-operation process between them
2. Preparation of the package for the joint call for proposals
3. Launching joint call for proposals
4. Provision of information campaign in Bulgaria and Romania and publicity to beneficiaries on People to people actions; Assistance to project applicants
5. Submission of applications
6. Appointment of Evaluation Committees
7. Project selection process
8. Contracting
9. Implementation of selected projects by beneficiaries
10. Financial management of the projects
11. Monitoring of the projects implementation and evaluation

The project will support:

The financing of the selected small-scale “people-to-people” projects (projects are located in the Romanian and Bulgarian border region, or contribution to common Bulgarian-Romanian projects) (Phare contribution 0,744 Meur and co-financing 0,083 Meur)

Administrative costs for operating the fund.

Up to 7% of the PHARE contribution (maximum 56,000 EUR for each country) may be used for expenditure relating to the preparation, selection, appraisal and monitoring of the assistance.

The grants will only be made for projects whose immediate objective is non-commercial and strictly non-profit making. Under no circumstances may grant give rise to profits (i.e. it will be restricted to the amount required to balance income and expenditure for the project).

General Criteria for Eligibility

Projects already part-financed by another EU funded programme may not be granted support from this PHARE programme.

In general terms the eligible actions in the framework of the People to people actions should meet the following conditions:

- Have a strong and evident cross-border aspect (joint projects, especially where co-financed jointly by Romanian and Bulgarian project partners, will be particularly prioritised),
• Be financially assessed realistically and transparently, be ready for implementation, the Phare contribution has to be between € 10,000 and € 50,000,
• Availability of co-financing. Minimum co-financing will be 10% of the cost of projects, in cash only,
• Under no circumstances be in contradiction with the long-term development plans of the municipality or the region (projects that are part of an overall strategy/plan for the development of the region/town/municipality will be prioritised),
• If possible, contain innovative approaches (e.g. pilot projects).

On this basis, the Romanian Implementing Agency and the Bulgarian Implementing Agency will develop more detailed operational guidelines, including specific project support level/country (minimum/maximum) in consultation with the appointed JSPF Committee.

In general terms the eligible actions in the framework of the “People to people” actions should meet the following conditions:

Priority areas

The People to people actions will provide financial support to small-scale actions across the following priority areas:

Economic Development: Support for small projects focusing on economies, which enhance the economic base of the border region. For example proposals for the development of small-scale enterprise, marketing initiatives, markets, exhibitions and advertising events, and so forth; the creation of cross-border co-operation structures and partnerships among supporting organisations;

Environment: Projects focusing on specific problems of the environment of the region, such as the drafting of studies, assessment of problems, environmental training, actions aiming at increasing public environmental awareness and so forth.

Tourism: The People to people actions will provide funding for a range of ”soft” actions for tourism development - studies, planning, institutional strengthening measures, specific SME training and related HRD programmes.

Cultural Exchanges: Those cultural exchanges that already exist and that are being newly established between local groups on both sides of the border region. Meetings and exchanges among youth; artistic and supporting activities; folk events and similar actions with the emphasis on the establishment of traditions and long-term co-operation;

Local Democracy: Schemes will be supported that help create and intensify the skills of organisational structures in local and regional public administration and other elements of a democratic society (chambers of commerce, trade associations, trade unions, NGOs). Relevant training courses and information will be provided supporting exchange visits, project preparation and procedural matters. Joint projects may also involve the elaboration of materials for distance learning and so forth. Exchange of know-how and experience in education at various levels will also be supported.

Planning and development studies: Projects providing a basis for planning within a border region. Projects can be supported that create the preconditions for joint planning in a border region, for framing joint research programmes, for drawing up joint strategies for regional development in a border area with the aim to jointly define the development priorities and so forth. Development of project applications and feasibility studies are also included.
**Selection process**

The Romanian and Bulgarian IAs will issue joint call for proposals that must be open and fair to all eligible organisations. An appropriate Evaluation Committee for each country will assess the submitted applications. On the basis of these recommendations, a joint evaluation will be performed and the final decision will be taken.

The project applicants will, in many cases, need considerable development assistance. Training and information workshops may be organised to inform and assist would-be participants, so as to ensure high transparency and encourage good quality proposals. The Secretariat will also appoint experts to visit would-be project applicants in order to provide assistance, especially in relation to matters such as project cost assessment.

**3.5 Linked activities**

The People to people actions form an integral part of the Phare CBC Programme. It complements other projects of the CBC Programme primarily by creating a flexible mechanism for the support of small-scale activities and in some cases by preparing future large-scale CBC projects. The People to people actions of the 2004 programme will be based on the experience of the Joint Small Project Funds supported by previous programmes in 2000 (Phare allocation of 0.5 MEUR for each border region), 2001 and 2002 (Phare allocation of 1 MEUR, 0.5 for 2001 and 0.5 for 2002, for each border region). This project is also a continuation of People to people actions project financed under the Phare CBC RO/BG 2003 programme (0.8 MEUR Phare allocation). The procedures are reviewed before each call for new projects to ensure that they reflect the policy and objectives of the JPD.

**3.6 Lessons learned**

The “People to people actions” play a key part in the process of preparation of Bulgaria and Romania for accession, in particular through the improvement of the administrative capacity of local/regional actors. These funds are part of a process of creating “integration-minded” border regions. The project represents thus an important element in the preparation of Romania and Bulgaria for the adoption of Structural Funds. In addition, the project supports the social and economic integration between the border regions of candidate countries.

The MRDPW staff in Bulgaria and the MEI staff in Romania dealing with “People to people” actions have improved its performance based on the experience of previous procedures, including public awareness campaigns. As a result, the project proposals received are of significantly higher quality and thus the evaluation procedures and projects implementation has been much facilitated.

According to the Interim Evaluation Report no R/RO/CBC/03037 issued by EMS Romania, in July 2003, regarding the Cross Border Cooperation programmes, namely the People to people actions, the capacity of beneficiaries to prepare project proposals was overestimated and preparatory training activities (under a parallel Phare programme) did not significantly improve the quality of the proposals. Co-financing was conditional and no problems were encountered by grantees.

The efficiency was adversely influenced by poor cooperation and coordination between all partners involved. Additional skilled staff is required and improvement in communication is expected.

The effectiveness of the People to people projects is largely dependent on the success of the individual projects supported. As a whole the programme was welcomed by the beneficiaries.
as it facilitates activities that otherwise would be difficult to fund. The prospects for sustainability of the people to people actions are evaluated as good.

The partnership and networking supported by the projects should endure as long as the relationship remains productive. The activities undertaken by the organizations should raise their profile and therefore should help secure further support both internally through recruitment and externally by attracting donors.

4. Institutional Framework

1. The key institutions of the Joint Small Projects Fund are the Romanian and Bulgarian Contracting Authorities (CA) for the Phare cross-border co-operation programme, the Joint Co-operation Committee (JCC), the Joint Evaluation Committee (JEC), the Secretariats for the Joint Small Projects Fund/ People to people actions, and the European Commission (EC) represented by the EC Delegations in Bulgaria and Romania.

2. The People to people actions will be implemented as much as possible on a decentralized basis. The selection of projects to be supported by the JSPF shall be carried out with ex-ante approval of the EC according to PRAG. The projects shall be implemented with ex-post control of the EC. The publicity, evaluation/selection of projects, and contracting will be carried out in accordance with PRAG.

**Operation of the JSPF/ People to people actions**

The Contracting Authority in Romania (CARo) is the Ministry of European Integration (MEI), CBC Implementing Agency.

In order to manage the day-to-day activities related to People to people actions, a CBC regional office has been established in Giurgiu, under the coordination of the Implementing Authority.

The Contracting Authority in Bulgaria (CABu) is the Ministry of Regional Development and Public Works (MRDPW), CBC Implementing Agency.

In line with the Phare CBC Regulation (1596/2002), the JCC, composed of representatives of Bulgaria, Romania and the European Commission, has agreed to allocate 10% of the annual CBC budgets on both sides of the border to the Joint Small Projects Fund. The JCC is also responsible for the Joint Programming Document (JPD), which will provide the framework within which the People to people actions will be implemented. The JCC will receive reports on the implementation of the People-to-people actions, and on an annual basis will agree the future implementation framework as part of the approval of the allocation of funds (in line with the appropriate Project Fiches for the People to people actions).

The secretariats will undertake in their respective country, the task of day-to-day technical management of implementation of projects and monitoring activities under the authority of the IAs.

The Joint Evaluation Committee (JEC) and the Secretariats for the Joint Small Projects Fund are defined in the Special Guidelines for Management for People to people actions.

Annex 4 provides additional detail regarding Implementing Agencies (IAs)/Contracting Authorities (CAs) for the Phare Cross Border Cooperation Programmes, the Joint Cooperation Committee (JCC), the Joint Evaluation Committee (JEC), the CBC Regional Office for the Joint Small Project Fund acting as Secretariat in the Romanian border region, and the European Commission (EC) represented by the EC Delegations in Romania and Bulgaria.
**Eligible beneficiaries**

It will in principle, it will include all non-profit-making decentralised, local organisations, such as:
- Municipalities and Communities within the defined border region
- County level organisations
- Inter-communal co-operation organisations
- Euro-regions
- Chamber of Commerce
- Professional associations
- Trade Union Organisations
- Schools, Universities, etc
- NGOs, etc...

Profit making organisations and national organisations without a distinctive role in the border region will not be eligible.

**5. Budget (in MEUR):**

<table>
<thead>
<tr>
<th>Romanian Allocation</th>
<th>Investment support</th>
<th>Institution Building</th>
<th>Total Phare (=I+IB)</th>
<th>National Co-financing</th>
<th>Other sources (Beneficiaries) (*)</th>
<th>TOTAL</th>
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</thead>
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<td>0.744</td>
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<td>People to people actions</td>
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(*) Co-financing is needed and will be one criterion for eligibility of projects. A minimum co-financing of 10% of the cost of soft projects, in cash only, is to be provided covered by the beneficiaries themselves, not by the Bulgarian National Fund and the Romanian National Fund

(**) Maximum 7% of Total PHARE allocation (0.8 MEUR for Bulgaria and 0.8 MEUR for Romania) may be used to cover Technical Assistance for consultancy and training inputs, but not for remuneration
6. Implementation arrangements

6.1 Implementing agency

The Implementing Agency in Romania will be the Ministry of European Integration, through its Cross Border Co-operation Directorate, which retains overall responsibility for the implementation of the programme (e.g., approval of: terms of reference, tender documents, evaluation criteria, evaluation of offers; signature of contracts, authorization of invoices). The Payments Directorate (at MEI) undertakes the payment of all invoices.

The Phare CBC Directorate will support the beneficiaries in their activities concerning the preparation of tender dossiers and related documents.

Under the 2000, 2001, 2002 and 2003 Phare CBC RO-BG Programmes, the CBC Regional Office for JSPF was set-up in the border region, at Giurgiu, ensuring the day-by-day contact and co-operation with the counties and local authorities as well as with the project beneficiaries in the Romanian – Bulgarian border region. The office has specific tasks as set-up in the Guidelines for the JSPF including management, monitoring and evaluation of the selected projects under JSPF.

The Implementing Agency in Bulgaria will be the Ministry of Regional Development and Public Works, through its “Phare Implementing Agency” Directorate, which will retain overall responsibility for the implementation of the programme, including: approval of tender documents, evaluation criteria, evaluation of offers, signature of contracts, authorisation of invoices. The payments of invoices will be made by the Payments Department within the same Directorate.

The “Phare Implementing Agency” Directorate also includes a unit for the National Co-ordination of CBC programmes nominated as CBC Programme Co-ordination Unit (CBC – PCU) that will support the beneficiaries in their activities concerning the preparation of tender dossiers and related documents.

<table>
<thead>
<tr>
<th>Bulgaria</th>
<th>Romania</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ministry of Regional Development and Public Works</td>
<td>Ministry of European Integration</td>
</tr>
<tr>
<td>PAO: Valentin Tzerovski</td>
<td>PAO: Maria Crivineanu</td>
</tr>
<tr>
<td>Address: 17-19 Cyril and Methodius St. 1202 Sofia</td>
<td>Address: 17 Apolodor St. sect. 5, 050741 - Bucharest</td>
</tr>
<tr>
<td>Phone: +359 2 9405 517</td>
<td>Phone: +4021 301 1658</td>
</tr>
<tr>
<td>Fax: +359 2 9405 363</td>
<td>Fax: +4021 336 8549</td>
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<tr>
<th>Implementing Agency: Ministry of Regional Development and Public Works</th>
<th>Implementing Agency Ministry of European Integration</th>
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<tbody>
<tr>
<td>Address: 17-19 Cyril and Methodius St. 1202 Sofia</td>
<td>Address: 12 Libertatii St., sect. 4 040129 – Bucharest</td>
</tr>
<tr>
<td>Director: Tzvetomira Lacheva – Deputy PAO</td>
<td>Director: Daniela Chisiu</td>
</tr>
<tr>
<td>Contact Person: Silvia Teneva</td>
<td>Contact person: Ionut Iordache</td>
</tr>
<tr>
<td>Phone: +359 2 9405-280, -377</td>
<td>Phone: +4021 335 5374</td>
</tr>
<tr>
<td>Fax: +359 2 987 0737</td>
<td>Fax: +4021 410 6515</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:steneva@mrrb.government.bg">steneva@mrrb.government.bg</a></td>
<td>Email: <a href="mailto:ionut.iordache@dr.mie.ro">ionut.iordache@dr.mie.ro</a></td>
</tr>
</tbody>
</table>
6.2 Twinning arrangements

N/A

6.3 Non-standard aspects
There are no non-standard contracts or tender procedures envisaged within this project. "Practical Guide to contract procedures financed from the general Budget of the European Communities in the context of external actions" will be strictly followed.

6.4. Contracts

One Technical Assistance contract will be signed with Total value of 56,000 euro for each country.

One Grant Contract will be signed according to the “Practical Guide to contract procedures financed from the General Budget of the European Communities in the context of external actions” with a total value of 827 000 euro for each country (744 000 € Phare contribution and minimum 83 000 € recipients co-financing).

Grant Contracts will be signed according to the "Practical Guide to contract procedures financed from the general Budget of the European Communities in the context of external actions" rules.

7. Implementation schedule

Co-ordination with the Bulgarian authorities will be ensured, so that the calls for proposals are launched in the same time with identical deadlines.

<table>
<thead>
<tr>
<th>RO &amp; BG</th>
<th>Updating the People to people actions Guidelines</th>
<th>11/2004</th>
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<td></td>
<td>Establishment of the JEC</td>
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<tr>
<td></td>
<td>First calls for proposals:</td>
<td>03/2005</td>
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<tr>
<td></td>
<td>Completion of projects</td>
<td>12/2006</td>
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</table>

8. Equal opportunity

In the whole process of preparation and implementation of the projects no discrimination between men and women will be made. Equal opportunity will be respected in all aspects of the project.

9. Environment

Environmental aspects will be assessed individually for each of the proposed projects. Tourist projects will respect the need to protect the environment and natural heritage.

10. Rates of return

N/A

11. Investment criteria
11.1. Catalytic effect:
Without PHARE assistance, the project would not be implemented in the near future, because of the lack of funds.

11.2. Co-financing
The beneficiaries of the People to people actions project will contribute with at least 10% of the total budget of the total cost of the projects.

11.3. Additionality
No other financing sources from the private sector or from IFIs were available for financing this project.

11.4. Project readiness and Size
The project can be launched according to the implementation chart (Annex 2).

11.5. Sustainability
The development of the border region is part of both governments’ strategy of maintaining good relations with their neighbours.

11.6. Compliance with state aids provisions
The project respects the state aids provisions.

12. Conditionality and sequencing
On the Romanian side, the CBC Directorate of the Ministry of European Integration and the CBC Regional Office will make certain that the final recipients make their contributions as planned.

On the Bulgarian side, the CBC IA within MRDPW will ensure the necessary human resources for the technical management. The CBC IA in Bulgaria may delegate particular tasks to relevant districts Secretariats in accordance with PRAG rules.
Importance will be given to providing assistance to the project applicants since preparation of project applications according to the “Practical Guide to contract procedures financed from the General Budget of the European Communities in the context of external actions” contract procedures is rather demanding.

Annexes to project Fiche
1. Logical framework matrix
2. Detailed implementation chart
3. Contracting and disbursement schedule by quarter
4. Template for the institutional framework/implementation arrangements for JSPF/ People to people actions between Romania and Bulgaria
### ANNEX 1 - LOGFRAME PLANNING MATRIX

#### People to people actions

<table>
<thead>
<tr>
<th>Overall Objectives</th>
<th>Objectively Verifiable Indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
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</table>
| to strengthen co-operation between the communities on either side of the border in economic development, living conditions and on-going contact in order to help them to overcome specific development problems resulting from their relative isolation in the framework of national economies. | - Growth of conductive contacts across the border involving economic, social, and cultural relations authorities  
- Increased number of local and regional institutions involved;  
- Income growth in the project areas by 2% by 2008 | CBC Implementing Agency (Bg) and CBC Implementing Agency (Ro); Monitoring and assessment reports; Evaluation reports; Territorial and regional statistics | Efficient management of the project (implementation, monitoring assessment); Availability of qualified staff and institutional support; Functioning co-operation between all relevant partners; Sustained interest of the border regions population in development and co-operation; Continued commitment of the Romanian and Bulgarian |

<table>
<thead>
<tr>
<th>Project Purpose</th>
<th>Objectively Verifiable Indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
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</thead>
</table>
| To increase capability of the Romanian and Bulgarian local stakeholders to develop, manage and implement projects with clear regional cross-border impact in order to raise awareness and co-operation, to develop partnerships and establish local networks on both sides of the border. | • Growth of the number of common Romanian-Bulgarian initiatives in the specified fields by 3% in 2 years  
• Percentage of projects with formal agreement and with cross-border structures  
• Percentage of projects with cross-border partners  
• Increased number of local institutions involved in socio-economic cross border activities | Reports of the CBC Implementing Agency (Bg) and CBC Implementing Agency (Ro); Monitoring and assessment reports; CBC Phare Programme evaluation; Evaluation reports; Financial reports issued by MRDPW and MEI IAs |                                                                                                                                                                                                 |

Contracting period expires: 30.11.2006

Disbursement period expires: 30.11.2007

Phare Allocation: 1.60 MEUR
<table>
<thead>
<tr>
<th>Results of Project</th>
<th>Indicators of Achievement</th>
<th>Sources of Information</th>
<th>Assumptions</th>
</tr>
</thead>
</table>
| • Financial support to small-scale “people-to-people” actions in the border regions in the field of economic development, environment, tourism, local employment, cultural exchanges, local democracy, planning and development studies etc.  
• Small-scale projects in the fields mentioned above, agreed with the counterpart according JSPF/People to people actions package rules and guidelines  
• Enhanced public awareness and information on cross-border co-operation affairs and on the process of European integration  
• Encouraged involvement of the Bulgarian and Romanian local stakeholders in the Phare CBC | • A minimum of 10 local projects financed by December 2006 on each border area;  
• Phare CBC allocation contracted and disbursed  
• Number of projects with clear cross border impact increased  
• Increased number of small-scale “people-to-people” projects prepared and implemented in the envisaged fields  
• Increased/intensified People-to-people cross border links  
• Increased number of established association by CBC partners  
• Increased number and types of formally held meetings and constituted partnerships | CBC IAs (Ro and Bg) reports; JSPF/People to people actions Secretariat regular reports  
Project completion reports; Monitoring and assessment reports; Programme evaluation reports  
Minutes of the meetings. | Availability of qualified experts and contractors;  
Well functioning co-operation and co-ordination between CBC IAs (RO and BG), JSPF/People to people actions Committee, CBC Regional Office, beneficiaries and other involved parties;  
CBC Regional Office well staffed with competent personnel;  
Sufficient project management skills by beneficiaries;  
Wider involvement of local organizations into cross-border co-operation; |
<table>
<thead>
<tr>
<th>Programme</th>
<th>Means</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Increased and strengthened capacity of Bulgarian and Romanian local and regional organisations to prepare adequate cross border projects in the context of Phare CBC</td>
<td>• Implementation of the grant scheme in line with the provisions of the PRAG</td>
<td>Well functioning co-operation and co-ordination between the authorities involved; Preparation and implementation of projects without delays. Availability of local co-finance when needed</td>
</tr>
<tr>
<td>• Cross-border links created among the local and regional organisations in the border region.</td>
<td>• 0.8 Meuro Phare CBC contribution complemented by min 10 % co-financing provided by the beneficiaries, not by National Fund</td>
<td>Sufficient project management skills on behalf of the beneficiaries</td>
</tr>
<tr>
<td></td>
<td>• Grant contracts signed for selected and approved projects.</td>
<td>Availability of qualified staff of consultants</td>
</tr>
<tr>
<td></td>
<td>• Workshops and assistance of experts to project applicants</td>
<td>Well functioning co-operation between IA CBC Phare (BG), CBC IA (RO), Steering</td>
</tr>
<tr>
<td></td>
<td>• Information campaign</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• JSPF/ People to people actions package developed</td>
<td></td>
</tr>
<tr>
<td>Activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Establishment of JSPF/ People to people actions Secretariat and Joint Steering Committee and build the co-operation process between them</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Preparation of the package for the joint call for proposals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Launching joint call for proposals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Provision of information campaign in Bulgaria and Romania and publicity to beneficiaries on JSPF/ People to people actions; Assistance to project applicants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Submission of applications</td>
<td></td>
<td></td>
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<tr>
<td>6. Appointment of Evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committees</td>
<td>Committees, Secretariats</td>
<td></td>
</tr>
<tr>
<td>------------</td>
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<td></td>
</tr>
<tr>
<td>7. Project selection process</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Contracting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Implementation of selected projects by beneficiaries</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Financial management of the projects</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Monitoring of the projects implementation and evaluation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preconditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Memorandum approved on time</td>
</tr>
<tr>
<td>Updated JSPF/ People to people actions Guidelines before December 2004</td>
</tr>
<tr>
<td>Established JEC before December 2004</td>
</tr>
<tr>
<td>Components</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>1. Joint Small Projects Fund/ People to people actions</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
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<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td>2. TA/Regional Office Contract</td>
</tr>
<tr>
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<td></td>
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</tbody>
</table>

D = Design/preparation       C = Contracting       I = Implementation/works       R = Review/evaluation
### RO & BG 

ANNEX 3 - Cumulative Quarterly Commitment Schedule in EUR  
"People to people actions"

<table>
<thead>
<tr>
<th>Components</th>
<th>Cumulative contracting schedule by quarter in EUR (planned)</th>
<th>Total Phare Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>BULGARIA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;People to people actions&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TA</td>
<td>56.00</td>
<td>56.00</td>
</tr>
<tr>
<td>Total Bulgarian contracting</td>
<td>56.00</td>
<td>800.00</td>
</tr>
<tr>
<td>ROMANIA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;People to people actions&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TA</td>
<td>56.00</td>
<td>56.00</td>
</tr>
<tr>
<td>Total Romanian contracting</td>
<td>56.00</td>
<td>800.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td>112.00</td>
<td>1.600.00</td>
</tr>
<tr>
<td>Components</td>
<td>Cumulative disbursement schedule by quarter in EUR (planned)</td>
<td>Total Phare Allocation</td>
</tr>
<tr>
<td>---------------------</td>
<td>-------------------------------------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td></td>
<td>2004</td>
<td>2005</td>
</tr>
<tr>
<td></td>
<td>I</td>
<td>II</td>
</tr>
<tr>
<td>BULGARIA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;People to people actions&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TA</td>
<td>45.000</td>
<td>45.000</td>
</tr>
<tr>
<td>Total BG disbursement</td>
<td>45.000</td>
<td>640.000</td>
</tr>
<tr>
<td>ROMANIA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small Projects Fund</td>
<td>186.000</td>
<td>279.000</td>
</tr>
<tr>
<td>Regional Office (service)</td>
<td>28.000</td>
<td>28.000</td>
</tr>
<tr>
<td>Total RO disbursement</td>
<td>28.000</td>
<td>214.000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>73.000</td>
<td>854.000</td>
</tr>
</tbody>
</table>
Annex 4

TEMPLATE FOR THE INSTITUTIONAL FRAMEWORK/IMPLEMENTATION ARRANGEMENTS FOR JOINT SMALL PROJECT FUND/ PEOPLE TO PEOPLE ACTIONS BETWEEN ROMANIA AND BULGARIA

National Authorities Responsible of the Programme

As per Romanian Financing Memorandum, the Romanian authorities defined as responsible at different levels w/ this programme are as follows:
Ministry of European Integration – the Directorate for Cross Border Co-operation, Implementing Agency (IA)
CBC Regional Office for JSPF – in charge of launching and advertising the call for proposals and day-to-day technical management of the projects, appointed by the MIE

As regards the Bulgarian Financing Memorandum, the overall responsibility for programme co-ordination and financial management will rest with the Ministry of Regional Development and Public Works, which will be the Implementing Agency (IA).

*The Romanian and Bulgarian IAs (Implementing Agency):* Retain full responsibility for programme implementation respectively in Romania. and in Bulgaria

*Two Secretariats* shall be identified: for the Romanian side, CBC Regional Office for JSPF appointed by the Ministry of European Integration; On the Bulgarian side, the secretariat’s responsibilities will be undertaken by the Ministry of Regional Development and Public Works. The two Secretariats will undertake in their respective country, the task of day-to-day technical management of implementation of projects and monitoring activities under the authority of the Bulgarian and Romanian IAs.

*Rules, procedures and formats:* New Specific Guidelines based on the grant section of the Commission Practical Guide and approved by both EC Delegations will be strictly followed.

**PREPARATION OF THE PACKAGE OF CALL FOR PROPOSAL, GUIDELINES FOR APPLICANTS AND APPLICATION FORM ACCORDING TO THE PRACTICAL GUIDE**

The IAs (RO MIE and the BG MRDPW) draft the call for proposals, the guidelines for applicants and the application form and other documents related to the implementation of the JSPF/ People to people actions in line with Phare procedures.

Each IA submits the final version of the documents to the respective EC Delegation for approval

EC Delegations approve the documents
**PUBLICATION OF THE CALL FOR PROPOSAL**

The IAs with the assistance of their Secretariats take all appropriate measures to ensure that the nationally and regionally publicised call for proposals reaches the target groups in line with the requirements of the Practical Guide.

**PROJECT SELECTION PROCESS**

The Secretariats collect and register incoming project proposals.

The RO and BG IAs select the and approve the assessor teams (one for each country) for the assessment of administrative compliance, eligibility and assessment of technical and financial quality of proposals.

The IAs will nominate the Joint Evaluation Committee (non-voting chairman, secretary, and voting members).

The BG and RO IAs nominate the members of the assessment team and evaluation committee exclusively on the basis of technical and professional expertise in the relevant area.

The EC Delegations endorse the composition of the Joint Evaluation Committee. The EC Delegations nominate an observer to follow all or part of the proceedings of the Joint Evaluation Committee. Prior approval is needed from the Delegations for the participation of other observers.

The Joint Evaluation Committee draws up its recommendations and decisions following the assessor team's written assessment of each proposal on the basis of the published evaluation grid.

The IA of each country approves the evaluation report prepared by the Joint Evaluation Committee and forwards the evaluation report and any award proposals to the EC Delegations.

The EC Delegations approve (ex-ante) the evaluation report on the selection process and the final list of grants to be awarded.

The IAs notify each applicant in writing of the result of the selection process.

**CONTRACTING (PAO DESIGNATED IN THE RESPONSIBLE IMPLEMENTING AGENCY) FOR EACH COUNTRY:**

The format of the grant contract is drafted by each IA according to the Practical Guide using the standard grant contract format and its annexes.

The format of the grant contract is to be approved by the EC Delegations (in cases where the call for proposals results in the award of a large number of grants which all have the same grant contract conditions).
The EC Delegations only approves the evaluation report, the list of proposed projects (budget, duration, beneficiaries etc as per Phare Practical Guide), and the standard contract format, not the contracts themselves irrespective of the budget.

The IAs sign the grant contracts with the selected beneficiaries based on the final list of grants approved by the EC Delegation. The language of the grant contract is English and an official Bulgarian / Romanian translation of the contract is attached to the signed English language contract.

Copy of the signed grant contract will be respectively available at the Bulgarian MRDPW and the Romanian MIE.

**IMPLEMENTATION OF THE SELECTED PROJECTS BY THE BENEFICIARIES**

Beneficiaries subcontract suppliers of goods, services or works, in line with Phare procurement regulations annexed to the Grant Contract and under the Practical Guide

The projects will be subject to ex-post control by the EC Delegation pursuant to the Practical Guide.

**FINANCIAL MANAGEMENT OF THE SELECTED PROJECTS**

The BG IA receives and verifies the invoices and requests payment to the National Fund.

The RO IA with the technical assistance of the Secretariat (CBC Regional Office for JSPF) verifies and approves the technical reports and requests payments to the National Fund

**MONITORING OF THE PROJECTS IMPLEMENTED BY THE BENEFICIARIES**

Standard Phare monitoring instruments will be used for monitoring purposes. Attention is drawn to the special duty of the Secretariat with regard to the day-to-day monitoring of the selected projects.

The EC Delegations reserve the right to organise field visits and to monitor on a case-by-case basis the projects selected under the JSPF/ People to people actions exercise.