STANDARD SUMMARY PROJECT FICHE

1 BASIC INFORMATION

1.1 CRIS NUMBER: BG2003/004-937.08.02


1.3 SECTOR: JUSTICE AND HOME AFFAIRS

1.4 LOCATION: BULGARIA

2 OBJECTIVES

2.1 OVERALL OBJECTIVE(S):
Continue the Judiciary business computerization
Facilitate the Judiciary Users day-to-day work
Achieve immediate provision and control of Judiciary information
Strengthen the Administrative capacity of MoJ “Information Service and Technologies” Directorate
Introduce proper IT standards and methodology in the MoJ “Information Service and Technologies” Directorate

2.2 PROJECT PURPOSE:
Computerize main business functions of Judiciary system and provide experienced Technical assistance in the areas of IT and Judiciary specific systems area.

2.3 ACCESSION PARTNERSHIP (AP) AND NPAA PRIORITY (AND IMPLEMENTING MEASURES ENVISAGED BY THE ACTION PLAN FOR AP PRIORITIES RELATED TO STRENGTHENING ADMINISTRATIVE AND JUDICIAL CAPACITY)
Accession Partnership (AP) and NPAA priority (and implementing measures envisaged by the Action Plan for AP priorities related to strengthening administrative and judicial capacity)
The Accession Partnership indicates the priority areas for Bulgaria’s membership preparation.

Accession Partnership 2001:
“In need of particularly urgent action: start to implement the Strategy for reform of the judicial system…”.

Bulgaria has submitted an updated version of its National Programme for the Adoption of the Acquis (NPAA) on 2 July 2001.

NPAA 5.1.1.4. OPTIMISING OF THE STRUCTURE AND ORGANISATION OF THE COMMERCIAL REGISTER
Improvement and development of the already existing unified information system. Improvement of the hardware and software equipment of the Commercial Register. The aim of this measure is to improve the efficiency of the law enforcement in this field, including with regard to the insolvency.
2.4 **CONTRIBUTION TO NATIONAL DEVELOPMENT PLAN (AND/OR STRUCTURAL FUNDS DEVELOPMENT PLAN/SDP)**

Not applicable

2.5 **CROSS BORDER IMPACT**

Not applicable

3 **DESCRIPTION**

3.1 **BACKGROUND AND JUSTIFICATION:**

In the process of the EU accession of Bulgaria, the reform of the Bulgarian judiciary is a priority. Bulgaria will accede to the EU only when it has a judicial system able to guarantee effectively the rights of the citizens, the functioning of the market economy and the implementation of the acquis communautaire. This was emphasized in the Regular Reports on Bulgaria's progress towards EU accession. Strategy for Reform of the Bulgarian Judiciary and an Action Plan for its implementation has been elaborated. For every priority in the Strategy, the Action Plan sets the action to be undertaken, the timeframe, the responsible state entity and critical assumptions. Both the Strategy and the Action Plan are available in English at the website of the Bulgarian Ministry of justice: [www.mjeli.government.bg](http://www.mjeli.government.bg)

Important aspect of the reform of the Bulgarian judiciary is the introduction of modern information technologies, which will speed up the proceedings, increase their quality and diminish the workload of the average magistrate. With regard to the introduction of the information technologies in the judiciary, point 1.3 of the Strategy sets the short-term, medium-term and the long-term priorities. In order to fulfill the anticipated measures a Phare Project “Technical Assistance to the Bulgarian Judiciary for the Development of IT Strategy” has been proposed for financing under the Phare 2000 PPF. The duration of the project is 4(four) months and the implementation is expected to start at the beginning of December 2002.

The envisaged final results of the project are as follows:

- Judiciary IT related System Synthesis drafted; (completion – end of December 2002)
- Judiciary IT Strategy (baseline) elaborated; (completion – end of January 2003)
- Drafted proposals for improvement of the IT coordination mechanism and IT projects management based on clear methodology standards. (Completion – end of March 2003)

The activities under this project will be closely coordinated with all ongoing judicial projects with IT Components. As a strong point it must be highlighted that coordination mechanism, concerning all programmes, will be established under above-mentioned project “Technical Assistance to the Bulgarian Judiciary for the Development of IT Strategy”. All the deliverables under different Judicial IT projects, financed by Phare and other donors will be taken into consideration.

The Judicial Development Project for Bulgaria, financed by USAID, supports the development of software for case court management. The support translates into supply of hardware, basic software and development of application software. It is planned to be implemented in approximately 11 pilot courts in Bulgaria. The possible extension of the functionality and extension of the system at the national level will be subject of discussion under the process of development of the Judicial IT Strategy.
In the National Action Plan 2002-2003, elaborated under the Phare Horizontal project on Judicial Co-operation in Criminal Matters, section 2 “Institutional Building” envisaged creation of national network between relevant authorities dealing with extradition and MLA-central authorities, courts, prosecutors offices, investigation services and INTERPOL-with common database to be shared. The information system for processing of international request for criminal cooperation is related in crucial way with the creation of computerized court case management system.

Phare 2002 Computarisation project will cover the following key application software components:

- Further development of the **Court case management and document management system Phase I** (subject of analyses under the process of development of the Judiciary IT Strategy and coordination with other possible donors)
- An initial implementation of a **data warehouse system** to serve as MIS and statistics provider.
- Development of **Unified Register system** based on existing registers systems in respect of Commercial register, Central Registration Database of NGOs for Socially Useful Activities through consolidation of the registers into a or establishment of connection between them.
  - Computerized “Convection Status Certificate”
  - Unified Legal-Information System at national level

**JUSTIFICATION FOR PHARE 2003**

- The MoJ IST Directorate, based on lessons learned from previous projects, needs assistance to achieve the following milestones:
  - Improve the administrative capacity of the MoJ IST Directorate staff in implementing IT methodology in areas of Projects, Quality and Contracts management
  - Implement the structure according to the IT strategy and construct job descriptions in order to hire the proper staff
  - Provide technical training courses to increase the MoJ IST Directorate staff technical knowledge
  - Manage the projects requested and ensure quality results provided by the Development and Infrastructure contracts.
  - Provide specific MoJ systems support in relation to requirements both technical and Business.
  - Assist the main users of MoJ participating effectively in the computerization life cycle.
  - Assist MoJ in assessing future activities in relation to further computerizations and Maintenance issues.
Acquisition of Hardware required for required developments for this project and for the MoJ in general, based on previously assessed H/W study. Additional computer HW and Standard SW required to improve the Judicial systems capacity and performance

Additional communications HW and Standard SW required for improvement of the information exchange capacity and data availability throughout the Judiciary sites.

To improve the administrative capacity of the Judiciary system, achieve information transparency, provide better service to the public and overall improve work efficiency, the development and enhancement of the following application software is required:

Computerization of Investigation - will be postponed and have to be included for financing under Phare 2004 or for financing from other donors in order to minimize Phare 2003 overall budget (requested by the EC)

Document management and Workflow (Phase II) - will be postponed and have to be included for financing under Phare 2004 in order to minimize Phare 2003 overall budget (requested by the EC)

Extension of the Prisons IT System in respect of additional functionality and exchange of information with other institutions.

Computerization of Arrests

Enforcement of Judgment System will be part of CCM project under Phare 2002

E-Justice analysis, strategy and partial implementation. Facilitate transparency and easy access of the trade/public requires the Full Analysis of the Trade/Public requirements and the partial implementation (as the budget allows) of an e-Justice system.

Extension of the “DWH” system to include the above computerized data - will be postponed and have to be included for financing under Phare 2004 in order to minimize Phare 2003 overall budget (requested by the EC)

Extension of the “MIS” application to include Management reporting requirements for the above new systems - will be postponed and have to be included for financing under Phare 2004 in order to minimize Phare 2003 overall budget (requested by the EC)

For more detailed information, please refer to the Judiciary IT strategy annex 4 which gives a summary of the judiciary “System Synthesis” documents, including future plans.

3.2 LINKED ACTIVITIES:

The proposed project will continue and further develop the results of the activities under the following PHARE projects:

- PHARE 1999 project “Strengthening the Independence of the Judiciary and the Institutional Capacity of the Ministry of Justice” – under this project the pilot computerization of two courts was done;

- PHARE 2001 project “Streamlining Bankruptcy Proceedings” – its implementation has started. Hardware and specialized software are provided under the project for the bankruptcy chambers throughout Bulgaria;

- PHARE Project “Implementation of the Strategy for the Reform of the Judiciary in the Bulgaria” – envisages support for the establishment of a unified court case management system and the purchase of computer equipment for a total of 10 270 000 euros. This project is the most closely linked to the proposed new project and constitutes a good basis for a sustained built-up. The results under the PHARE 2003 project would be continuation of the results of the PHARE 2002
Phare Horizontal Project on Judicial Co-operation in Criminal Matters, section 2 “Institutional Building” is envisaged creation of national network between relevant authorities dealing with extradition and MLA-central authorities, courts, prosecutor’s offices, investigation services and INTERPOL—with common database to be shared.

Other donor activities, related to this project:

- World Bank Project “Creation of Cadastre and Property Register in Bulgaria”
- USAID Judicial Development Project

The USAID Judicial Development Project (JDP) is involved in a variety of activities aimed to strengthen the Judiciary in Bulgaria within the wider goal of EU accession. The JDP is heavily focused on court administration. On the bases of this project 11 Model Pilot Courts have been established. These Courts have been fully automated with hardware, software, LANs, and telecommunications equipment. All judges and staff in those courts have received extensive training in the use of the equipment and new technologies.

3.3 RESULTS:

Computerized:

- “Arrests” system
- Prisons computerized
- E-Justice requirements analysis and partial implementation on the Internet.
- HW, communication equipment and standard Software (SW) delivered, installed and fully operational
- MoJ “Information Service and Technologies” Directorate trained and with the required knowledge and skills for provision of Project, Quality and Contracts management

3.4 ACTIVITIES:

3.4.1 COMPONENT 1: JUDICIARY BUSINESS APPLICATIONS DEVELOPMENTS AND SUPPLY OF HARDWARE, COMMUNICATION EQUIPMENT AND STANDARD SOFTWARE

This Component will implemented the following application software according to Rational Unified Process (RUP) development methodology Phases:

- Inception
- Elaboration
- Construction
- Transition
- Within each Phase, the following Disciplines will be performed:
- Business Modeling
- Requirements
- Analysis and Design
- Implementation
- Testing
- Deployment
- Training

Main software applications:

- Computerization of “ARESTS”.
- Computerization of “PRISONS” applications.

Main Hardware acquired and Standards Software and will follow standard HW and SW Implementation Phases:

- Delivery
- Unit Testing
- Site Preparation
- Implementation
- Integration Testing
- Site Acceptance
- Warranty Period

3.4.2 COMPONENT 2: ANALYSIS, STRATEGY AND PARTIAL IMPLEMENTATION OF EJUSTICE APPLICATION

This Component will implemented the e-Justice application software according to Rational Unified Process (RUP) development methodology Phases:

- Full Inception
- Partial:
- Elaboration
- Construction
- Transition
- Within each Phase, the following Disciplines will be performed:
  - Business Modeling
  - Requirements
  - Analysis and Design
  - Implementation
  - Testing
  - Deployment
  - Training
3.4.3 COMPONENT 3: TECHNICAL ASSISTANCE TO THE COMPUTERIZATION OF THE JUDICIARY IT SYSTEMS AND IT TECHNICAL TRAINING

Provision of IT management methodologies and support through:

- A Project Management Advisory Position
- A Quality Management Advisory Position
- A Contracts Management Advisory Position

Provision of IT Technical Support for Technical evaluations of contracted deliverables through:

- International Short Term Experts to support the evaluation of development standards and deliverables
- Local Short Term Experts to support in technical environment issues and maintenance activities

Provision of Technical Training courses covering subjects, which will enhance the MoJ “Information Service and Technologies” Directorate technical abilities.

Provision of Business expertise to support the Users and the Computerization projects in respect to the following Main areas:

- User Requirements gathering
- Project management from the Users perspective
- Deliverables review from the Users perspective
- Acceptance testing
- User Training support

Provision of IT expertise with specific Judiciary applications experience from the Member States (MS), to assist the Quality Control process in respect to functionality coverage of the contracted deliverables.

3.5 LESSONS LEARNED:

The judiciary system has been involved in various IT projects which have not been always implemented as expected. MJ recognized that without a strong IT organization and concrete plans, the Judiciary computerization would be a long expensive and unclear process. For this purpose a project has been initiated to produce the Judiciary IT Strategy. The Strategy will cover all the vital areas in achieving the judiciary computerization goals. The areas addressed areas follows:

- Organizational issues: In which the Judiciary IT organization will be established (JITO). It will be comprised of 3 levels:
  - The Judiciary Automation Policy Committee, in which all decisions, approvals as well as donor coordination will be managed.
  - The central judiciary IT structure in which all projects management and methodology will be established and applied.
  - The national (or distributed) IT structure, which will assist the central structure on nation wide projects and maintenance.

- Methodology and management policy, in which the types of projects and the management methods are described. The projects and support to be provided by the JITO is:
  - Support to the Users by issuing and managing:
    - Applications development projects
    - Technical environment development and installation projects
    - Operations and maintenance projects
    - Security analysis and implementation
JITO Internal support through

- Training and know-how transfer contracts
- Establishing internal working standards and guidelines.

- Computerization needs, by identifying and prioritizing all the judiciary IT needs. Strategic action plans will also be prepared and will be managed by the JAPC

In summary the IT strategy will be the document which will define the function of the JITO and its priorities. Once the IT strategy is implemented, successful projects initiation, coordination and completion is expected.

In order to improve the coordination process with different donors the Working group B2 “Judiciary reform” decided on 13 February 2003 the following working groups to be established:

- A working group with representatives of the SJC, the MJ and possible donors for the new projects, for which funds are not allocated;
- A working group with representatives of the SJC, the MJ, EC Delegation to Sofia and USAID for coordination of the activities, related to the Case Court Management System computerization

4 Institutional Framework

All projects will be managed by the JITO. In the above section (3.5) the hierarchical scheme of the JITO was described. The reporting structure of the projects is as follows:

- 1st Management Layer represented by the JAPC
- 2nd layer represented by the Program Director and the heads of Directorates, Departments and contracting
- 3rd layer parties (Account managers). This layer is called the Project Directors Group (PDG)
- 3rd layer, dealing with the day-to-day activities of the projects consisted mainly of the PMs of each project and their assisting staff. This is the Project management Group (PMG)

The following figure illustrates graphically the management framework for these projects:

This diagram as well as the management framework of all types of projects is detailed in the Judiciary IT Strategy section 4.
5 **DetaIled BudgeT**

<table>
<thead>
<tr>
<th>COMPONENT</th>
<th>DESCRIPTION</th>
<th>Phare Support</th>
<th>Total Phare (=I+IB)</th>
<th>National Cofinancing*</th>
<th>IFI*</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COMPONENT 1</strong></td>
<td>Judiciary Business applications developments and Supply of Hardware, communication equipment and Basic Software</td>
<td>2.1</td>
<td>2.1</td>
<td>0.7</td>
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<td><strong>2.8</strong></td>
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<td><strong>COMPONENT 2</strong></td>
<td>e-Justice full Analysis and partial implementation</td>
<td></td>
<td>0.5</td>
<td>0.5</td>
<td>0</td>
<td><strong>0.5</strong></td>
</tr>
<tr>
<td><strong>COMPONENT 3</strong></td>
<td>Technical Assistance to the Computerization of the Judiciary IT Systems and IT Technical Training</td>
<td></td>
<td>1.2</td>
<td>1.2</td>
<td>0</td>
<td><strong>1.2</strong></td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>2.1</strong></td>
<td><strong>1.7</strong></td>
<td><strong>3.8</strong></td>
<td><strong>0.7</strong></td>
<td><strong>4.5</strong></td>
</tr>
</tbody>
</table>

* In cases of co-financing only. The funds for the national co-financing will be provided from the State budget through the “National Fund” Directorate, Ministry of Finance. These funds will be contracted together with the Phare funds.

This project constitutes part of a phased approach and a further tranche of Phare funding is expected to be considered in 2004.

6 **IMPLEMENTATION ARRANGEMENTS**

6.1 **IMPLEMENTING AGENCY**

The Central Financing and Contracting Unit (CFCU) in Sofia is responsible for tendering, contracting, payments and financial reporting and will work in close co-operation with the beneficiaries.

e-mail: cfcu@minfin.government.bg

PAO: Mr. Krassimir Katev, Deputy Minister of Finance
tel: ++359 2 9859 2772; fax: ++359 2 9859 2773

The beneficiary of this project is the Bulgarian Judiciary and the Ministry of Justice (1 Slavyanska str., Sofia 1000, Bulgaria). The Ministry of Justice will manage and implement the project.
Contact persons:
Mrs. Rumyana Tonchovska, Director of Directorate "Information Service and Technologies"
tel: ++359 2 9237 403; fax ++359 2 9237 433
e-mail: Roumiana.Tontchovska@mjeli.government.bg
Mr. Angel Bandjov, junior expert in Directorate “Legal European Integration”
tel: ++359 2 980 0422

6.2 **TWINNING**
Not applicable

6.3 **NON-STANDARD ASPECTS**
The PRAG will be strictly followed.

6.4 **CONTRACTS**
Component 1: will be separated into maximum 4 Lots under one Supply Tender Procedure. Therefore 1 to 4 Supply Contracts could be concluded
Component 2: One Service Contract
Component 3: One Service Contract

7 **IMPLEMENTATION SCHEDULE**

7.1 **START OF TENDERING/CALL FOR PROPOSALS**
September 2003

7.2 **START OF PROJECT ACTIVITY**
July 2004

7.3 **PROJECT COMPLETION**
July 2006

8 **EQUAL OPPORTUNITY**
This project will be implemented according to the regulation of Bulgarian Law, providing equal opportunity for men and women to participate in all aspects, despite of their race, nationality, gender, origin, religious and political believes.

9 **ENVIRONMENT N/A**

10 **RATES OF RETURN N/A**

11 **INVESTMENT CRITERIA**

11.1 **CATALYTIC EFFECT:**
The project will contribute to the prompt and proper application of administrative procedures through their automation.
The project envisages provision of electronic services for citizen and trade, which will contribute to the transparency of the judiciary system work.
The proposed project will contribute to the combating crime, providing possibility for exchange of information between different judiciary services as well as with other authorities.
11.2 **CO-FINANCING: 0.6 MEUR**

11.3 **ADDITIONALITY:**
PHARE intervention has not displaced other public or private sector financing for this project.

11.4 **PROJECT READINESS AND SIZE:**
The proposed project is part of the Judiciary IT Strategy. System Synthesis for all application development software will be completed before July 2003, which is base for the TS and ToR. The study for the available hardware and needs assessment has been performed.

The size of the project is 4.4 MEUR – 2.7 MEUR investment part, including 0.6 MEUR national co-financing.

11.5 **SUSTAINABILITY:**
After the completion of the implementation of the project a national funds for operational and maintenance cost will be provided. (see annex 4 – Judiciary IT Strategy)

11.6 **COMPLIANCE WITH STATE AIDS PROVISIONS**
The project is consistent with the State Aid Law

11.7 **CONTRIBUTION TO NDP AND/OR STRUCTURAL FUNDS DEVELOPMENT PLAN/SPD**
N/A

12 **CONDITIONALITY AND SEQUENCING**
Approved Judiciary IT Strategy prior to March 2003.

Inclusion of requested projects in the Judiciary IT Strategy.

- Project preparation and pre-study period and documents completed
- National co-financing approved
- MoJ users and IST Directorate staff available to support the developments and implementation of the projects

**ANNEXES TO PROJECT FICHE**

1. Logical framework matrix in standard format (compulsory)
2. Detailed implementation chart (compulsory)
3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period) (compulsory)
4. Reference to feasibility/pre-feasibility studies. For all investment projects, the executive summary of the economic and financial appraisals, and the environmental impact assessment should be attached (compulsory)
5. List of relevant Laws and Regulations (optional)
6. Reference to relevant Government Strategic plans and studies (may include Institution Development Plan, Business plans, Sector studies etc) (optional)
# ANNEX 1

**LOGFRAME PLANNING MATRIX FOR**

<table>
<thead>
<tr>
<th>Programme name and number</th>
<th>Contracting period expires</th>
<th>Disbursement period expires</th>
<th>Total budget</th>
<th>Phare budget</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Overall objective</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue the Judiciary business computerization</td>
<td>WEB based access to Judiciary services</td>
<td>Commission Regular Report on Bulgaria’s progress towards EU accession</td>
</tr>
<tr>
<td>Facilitate the Judiciary Users day-to-day work</td>
<td>Percentage of the document flow in electronic format</td>
<td>Regular reporting on the progress of the projects.</td>
</tr>
<tr>
<td>Achieve immediate provision and control of Judiciary information</td>
<td>Percentage rate judicial personnel/workstations</td>
<td>Monitoring and Assessment Reports</td>
</tr>
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<td>Strengthen the Administrative capacity of MoJ “Information Service and Technologies” Directorate</td>
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<td>Introduce proper IT standards and methodology in the MoJ “Information Service and Technologies” Directorate</td>
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<tr>
<td>Project purpose</td>
<td>Objectively verifiable indicators</td>
<td>Sources of Verification</td>
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<td>--------------------------------------------------------------------------------</td>
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<tr>
<td>Computerize main business functions of Judiciary system and provide experienced Technical assistance in the areas of IT and Judiciary specific systems area.</td>
<td>Help Desk Established</td>
<td>Judicial Statistics</td>
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<td></td>
<td>Electronic exchange of information with other government bodies</td>
<td>Published booklets/leaflets for Trade Community and the General Public.</td>
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</tbody>
</table>

### Results

MoJ “Information Service and Technologies” Directorate staff trained and with the required knowledge and skills for provision of Project, Quality and Contracts management.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Assumptions</th>
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<tbody>
<tr>
<td><strong>Component 1</strong>: Judiciary Business Applications Developments And Supply Of Hardware, Communication Equipment And Standard Software</td>
<td><strong>Component 1</strong>: will be separated into maximum 4 Lots under one Supply Tender Procedure. Therefore 1 to 4 Supply Contracts could be concluded</td>
<td>MoJ IST Unit (Directorate/Agency) properly structured</td>
</tr>
<tr>
<td>This Component will implement applications according to Rational Unified Process (RUP) development methodology Phases:</td>
<td><strong>Component 2</strong>: One Service Contract</td>
<td>Sustainability of the MoJ IT staff</td>
</tr>
<tr>
<td>- Inception</td>
<td><strong>Component 3</strong>: One Service Contract</td>
<td>Job descriptions in place</td>
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<tr>
<td>- Elaboration</td>
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<tr>
<td>- Construction</td>
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<tr>
<td>- Transition</td>
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<tr>
<td>- Within each Phase, the following Disciplines will be performed:</td>
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<tr>
<td>- Business Modeling</td>
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<tr>
<td>- Requirements</td>
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<tr>
<td>- Analysis and Design</td>
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<td>- Implementation</td>
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<tr>
<td>- Testing</td>
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<tr>
<td>- Deployment</td>
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<tr>
<td>- Training</td>
<td></td>
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<tr>
<td>Main software applications:</td>
<td></td>
<td></td>
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<tr>
<td>- Computerization of “ARESTS”.</td>
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<tr>
<td>- Computerization of “PRISONS” applications.</td>
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<tr>
<td>S/W and Standard H/W supply as follows:</td>
<td></td>
<td></td>
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</tbody>
</table>
- Delivery
- Unit Testing
- Site Preparation
- Implementation
- Integration Testing
- Site Acceptance
- Warranty Period

**Component 2**: Analysis, Strategy and Partial implementation of e-Justice application

This Component will implemented the e-Justice application software according to Rational Unified Process (RUP) development methodology **Phases**:

- Full Inception and
- Partial:
  - Elaboration
  - Construction
  - Transition
- Within each Phase, the following **Disciplines** will be performed:
  - Business Modeling
  - Requirements
  - Analysis and Design
  - Implementation
  - Testing
  - Deployment
  - Training

**Component 3**: Technical Assistance to the Computerization of the Judiciary IT Systems and IT Technical Training

 Provision of IT management methodologies and support through:

- A Project Management Advisory Position
- A Quality Management Advisory Position
- A Contracts Management Advisory Position
Provision of IT Technical Support for Technical evaluations of contracted deliverables through:

- International Short Term Experts to support the evaluation of development standards and deliverables
- Local Short Term Experts to support in technical environment issues and maintenance activities

Provision of Technical Training courses covering subjects, which will enhance the MoJ “Information Service and Technologies” Directorate technical abilities.

Provision of Business expertise to support the Users and the Computerization projects in respect to the following Main areas:

- User Requirements gathering
- Project management from the Users perspective
- Deliverables review from the Users perspective
- Acceptance testing
- User Training support

Provision of IT expertise with specific Judiciary applications experience from the Member States (MS), to assist the Quality Control process in respect to functionality coverage of the contracted deliverables.

Preconditions

Approved Judiciary IT Strategy and Multi-annual Action Plan
Inclusion of requested projects in the Judiciary IT Strategy.

- Project preparation and pre-study period and documents completed
- National co-financing approved
- MoJ users and IST Directorate staff available to support the developments and implementation of the projects
# ANNEX 2

## DETAILED TIME IMPLEMENTATION CHART FOR THE PROJECT

Title: “Support of the Implementation of the Strategy for Reform of the Judiciary through the Introduction of Information Technologies”

<table>
<thead>
<tr>
<th>COMPONENT</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
</tr>
</thead>
</table>

D = Design of twinning covenant/tender procedure
C = Contracting period

12.1.1.2 I = IMPLEMENTATION
12.1.1.3 X = CLOSURE
ANNEX 3

CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE

Title: “Support of the Implementation of the Strategy for Reform of the Judiciary through the Introduction of Information Technologies”

<table>
<thead>
<tr>
<th></th>
<th>30/06/04</th>
<th>30/09/04</th>
<th>31/12/04</th>
<th>31/03/05</th>
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<tr>
<td>DISBURSED</td>
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All figures in million EUROS

NB: 1. All contracting should normally be completed within 6-12 months and **must** be completed within 24 months of signature of the FM.

2. All disbursements **must** be completed within 36 months of signature of the FM.