SUMMARY PROJECT FICHE

1. **BASIC INFORMATION**
   
   1.1 **Desiree Number:** CY0001.01
   
   1.2 **Title:** Administrative co-operation between the Republic of Cyprus and the European Union
   
   1.3 **Sector:** Administrative Co-operation
   
   1.4 **Location:** Planning Bureau, Nicosia, Cyprus.

2. **OBJECTIVES**

   2.1 **Wider Objective(s)**
   
   To support Cyprus’ efforts towards harmonisation with the EU and its participation in activities/initiatives promoted in the framework of the enlargement process, with a view to improving its ability to meet the requirements of the accession to the European Union.

   2.2 **Immediate Objective(s)**
   
   - To strengthen Cyprus’ institutional and administrative capacity for effective implementation and enforcement of the *Acquis* in various sectors;
   
   - To improve the capacity of public sector officials and of representatives of the private sector to deal with issues related to the harmonisation process and, particularly, to the procedures required for the implementation of the *Acquis*;
   
   - To promote co-operations between the Republic of Cyprus and the European Union, through participation, inter alia, of both the public and private sector, in working groups, special meetings, committees etc. during the pre-accession period.

2.3 **Accession Partnership**

   The enhancement of the administrative capacity and the strengthening of enforcement structures are specifically included in the short and medium term priorities of the Accession Partnership.

   **Short-term Priorities**

   **Internal Market**
   
   - Reinforce administrative capacity in the field of Industrial and Intellectual Property Rights;
   
   - Strengthen administrative structures in the area of Free Movement of Goods.

   **Agriculture**
   
   - Prepare measures required to implement and establish administrative structures for the Common Agricultural Policy and rural development policies;
   
   - Upgrade inspection arrangements in the veterinary and phytosanitary fields.

   **Fisheries**
   
   - Strengthening of inspection and control of fishing vessels.

   **Environment**
   
   - Adopt a strategy and detailed directive-specific programme for the transposition, implementation and enforcement of the EU environmental acquis.

   **Employment and Social Affairs**
   
   - Support social partners’ capacity-building efforts to develop and implement the Acquis in the field of Employment and Social Affairs; Strengthen the administrative capacity in the fields of labour law, equal opportunities and co-ordination of social security; Strengthen enforcement structures in the fields of health and safety at work.

   **Transport**
   
   - Enforce safety standards in the field of maritime transport and improve performance of the Cyprus flag register.
Justice and Home Affairs
• Implement asylum legislation, improve training of personnel to prevent illegal immigration and reinforce administrative structure regarding money laundering.
Reinforce administrative and judicial capacity including capacity to manage and control EU funds
• Harmonisation of external and internal audit control functions;
• Make available the required statistical data.

Medium-term Priorities
Internal Market
• Transposition and implementation of company law directives;
• Continue transposition of legislation in the area of the free movement of goods;
• Alignment with the acquis as regards the free movement of capital;
• Complete alignment of mutual recognition of Diplomas as regards the free movement of persons;
• Reinforce competition authorities;
• Complete alignment in the area of Telecommunications;
• Strengthen market surveillance and enforcement authorities in the field of consumer protection.

Agriculture
• Continue preparations for implementation of the CAP and rural development policies.

Environment
• Continue to strengthen the administrative capacity to ensure environmental protection.

Energy
• Prepare for the internal energy market.

Employment and Social Affairs
Reinforce administrative structures in the field of occupational health and safety, labour law, equal treatment of women and men and public health.

Economic and Social Cohesion
• Develop a national policy for economic and social cohesion.

Transport
• Complete alignment and implement legislation on road transport, maritime transport and aviation.

Co-operation in the field of Justice and Home Affairs
• Further upgrade law enforcement bodies and the judiciary.
Reinforce administrative and judicial capacity including capacity to manage and control EU funds
• Strengthen public financial control functions.

3. DESCRIPTION:

3.1 Background and justification
In the Presidency Conclusions of the Luxembourg European Council of December 1997, it was pointed out that as a prerequisite for enlargement of the Union, the operation of the institutions must be strengthened and improved in keeping with the institutional provisions of the Amsterdam Treaty.

In the 1998 and 1999 Regular Reports on Cyprus’s progress towards accession, the European Commission emphasises the fact that the administrative capacity for implementing effectively the Acquis has become a central issue in the negotiation process. In this respect, it is highlighted that administrative capacities remained to be strengthened in a number of areas, including the internal market, maritime transport, telecommunications, environment and justice and home affairs. The screening phase of the accession negotiations between Cyprus and the European Union, led to the identification of gaps between the Cypriot legislation, institutional set up, administrational infrastructure, organisation and practices, and the corresponding ones in the European Union.

On the basis of these findings, comprehensive Sectoral Harmonisation Programmes, setting priorities, have been prepared by the competent Government Departments and have been evaluated and classified into homogeneous categories of needs by the Planning Bureau. The Harmonisation Programmes focus on the
effective implementation and enforcement of the harmonised provisions, covering, for this purpose, the whole spectrum of the corresponding measures, e.g. creation of new and/or the enhancement of existing institutional /organisational structures, provision of technical assistance, further education/training of civil servants and participation in EU initiatives during the pre-accession period.

This project will cover partially the needs for assistance arising from the main categories of measures included in the Sectoral Harmonisation Programmes and from the conclusions of the Commission Regular Reports on Cyprus’ Progress Towards Accession. These activities relate to the setting up of new and/or the enhancement of existing institutional/organisational structures, to the training of public sector officials in the procedures required for effective implementation of the Acquis, to the promotion of administrative cooperation with the EU institutions and to the familiarisation of the private sector with the EU and harmonisation issues.

3.2 Linked activities

Two similar ‘Administrative Co-operation’ projects have been included in the framework of the Cyprus-EC Fourth Financial Protocol, and proved to be a very effective instrument for delivery of multi-sectoral and ad-hoc technical assistance.

In addition, due to the increased needs in the field of administrative co-operation, resulting from the progress of the accession negotiations and the advancement of the harmonisation process, a number of administrative co-operation activities is financed by the Cyprus Government, through special budget allocations dedicated to support harmonisation with the Acquis Communautaire.

3.3 Results

- Improved institutional and administrative capacity, allowing for timely and effective implementation of Sectoral Harmonisation Programmes, according to the commitments undertaken vis-à-vis the EU during the accession negotiations;
- Familiarisation of both the public administration and the private sector with the institutions, policies and working methods of the European Union and the EU Member States.

3.4 Activities

This project will provide technical assistance to the Cyprus institutions, agencies and to the private sector, on strategic subjects that are not covered through the ongoing projects and programmes. Assistance will be delivered only provided that the need was properly identified, the area is included as a priority in a Sectoral Harmonisation Programme and/or an approved pre-accession strategy, and that the delivery instrument is suitable to produce the expected results.

Taking into account the previous experience in such projects and the types of assistance to be provided through the activities of this project, the main delivery instruments could be grouped in two categories, as follows:

- **Technical assistance provided through the Technical Assistance and Information Exchange Office (TAIEX)**

  In order to harmonize the situation of Cyprus with regards to the other candidate countries, and also to simplify the procedural and administrative matters, Cyprus will from 2000 on participate in a multi-country programme financing the TAIEX support for all candidate countries (but Turkey). This means that part of the allocation for the national programme for Cyprus in 2000 will be programmed separately, together with the contributions of the other 11 candidate countries. Another part of the allocation intended for administrative cooperation is however proposed for programming in this proposal, making use of other instruments which have been used efficiently in the past under the Financial Protocols.

- **Other Administrative Co-operation Activities**

  - Study visits to the EU Headquarters, the relevant services within the EU Member States and the international organisations, for deliberations, contacts, participation in seminars/workshops;
  - Placement of public sector officials to relevant services within the EU Member States, in order to get acquainted with methods and procedures relating to the adoption and the effective implementation and enforcement of the Acquis;
  - Participation of public sector officials in the EU working groups, special meetings, committees;
  - Missions of experts to Cyprus for the provision of technical assistance and training;
- Organisation of seminars, conferences, workshops and training sessions, in the European Union or in the Republic of Cyprus, aiming at informing, familiarising and educating the public and private sector on issues relating to the adoption and effective implementation of the Acquis;
- Visits of Cyprus’ civil society representatives (journalists, trade-unionists, members of non-governmental organisations, public personalities etc.) to the EU headquarters and the EU Member States.

4. **INSTITUTIONAL FRAMEWORK**

The institution which co-ordinates and manages the administrative co-operation with the EU is the Planning Bureau. Within this framework the Planning Bureau assumes, inter alia, the responsibility of assessing the capacity of the beneficiaries to absorb assistance, these beneficiaries being in general Services of the Republic of Cyprus involved in the drawing and implementation of harmonisation programmes, as well as public and private sector bodies in the need of acquainting and familiarising themselves with EU matters. The structure and organisation of the Planning Bureau and its functions and responsibilities with respect to the relations between Cyprus and the EU, as described below, allow for the efficient management of the administrative co-operation with the EU, with a view to maximise the beneficial results for Cyprus.

**Structure and Organisation of the Planning Bureau**

The Planning Bureau has been in existence since 1961. It is an independent service, not falling within the domain of any Ministry. It is composed of two divisions, each one comprising a number of directorates as follows:

- **Economic Planning Division**
  - Directorate for Economic Relations with the European Union
  - Directorate for Sectoral Economic Policy, Studies and Project Evaluation
  - Directorate for Macroeconomic Policy, Research and Studies
- **Economic Co-ordination Division**
  - Directorate for the Development Expenditure of the Budget
  - Directorate for the International Economic Relations and General Administrative Work

**Functions and Responsibilities of the Planning Bureau, with respect to the Economic Relations with the European Union**

These functions are assumed by the **Directorate for Economic Relations with the European Union**, which is responsible for the following:

- Follow up of the developments in the European Union and evaluation of the implications on the Cyprus economy from the harmonisation process and the future full membership status;
- Preparation of studies, policy positions and recommendations for the accession course and the harmonisation of relevant policies in the various sectors with those in the Union;
- Medium-term planning of all the necessary actions for the promotion of the accession course within the Strategic Development Plans;
- Co-ordination of the preparation and final formulation of the National Programmes for the Adoption of the Acquis;
- Co-ordination at a technocratic level of the preparations for the Acquis screening process and the accession negotiations;
- Co-ordination of the realisation of the harmonisation process through the development provisions of the Government Budget;
- Co-ordination of the utilisation of the pre-accession aid granted to Cyprus;
- Co-ordination of Cyprus participation in programmes/initiatives of the European Union.

The beneficiary organisations (public administration and private sector) will support the implementation of this project by assuring the necessary organisational environment, making available the necessary personnel and by covering the cost of the national experts, the required infrastructure and equipment, and the related running and administrative costs.
5. **Detailed Budget**

<table>
<thead>
<tr>
<th>COMPONENT</th>
<th>Commission Support</th>
<th>Total</th>
<th>National co-financing</th>
<th>IFI</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>InVESTMENT support*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative Co-operation activities</td>
<td>300.000</td>
<td>300.000</td>
<td>100.000</td>
<td>400.000</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>300.000</td>
<td>300.000</td>
<td>100.000</td>
<td></td>
<td>400.000</td>
</tr>
</tbody>
</table>

(* In relation to infrastructure, equipment, software, related developments, installation, testing and documentation.

(**) In relation to changes in management, procedures, legislation, enforcement, training and general activities and services as result of investments.

6. **Implementation Arrangements**

The programme will be implemented in a decentralised manner according to the procedures established by the Commission.

7. **Implementation Schedule**

7.1 **Start of tendering/call for proposals**: November 2000

7.2 **Start of project activity**: January 2001.

7.3 **Project completion**: December 2002.

8. **Equal Opportunity**

Article 28 of the Constitution safeguards the right of all persons to equality before the law, the administration and justice and of equal protection thereof and treatment thereby. Any direct or indirect discrimination against any person on the ground, inter alia, of his sex, is prohibited.

Furthermore, the prevailing legislation with respect to equality of treatment for men and women is partly in conformity with the acquis communautaire. The following laws currently in force cover equality issues: the Equal Pay between Men and Women for Work of Equal Value Law (Law 158/89), the Protection of Maternity Law of 1997 (Law 100(I)/97), the Termination of Employment Law 1967 (Law 24/67) as amended, and the Commissioner for Administration Law 1991 (Law 3/91) as amended. Cyprus has ratified by Law 39/62 the European Convention for the Protection of Human Rights and Fundamental Freedoms. Various international Conventions which guarantee equal rights between men and women have also been ratified. Harmonised legislation is under preparation and full compliance with the acquis communautaire will be achieved gradually by 1/1/2003.

The Planning Bureau which is the counterpart agency of this project is an equal opportunity employer. Its human resources in qualified personnel comprise sixteen (16) men and twenty two (22) women.

9. **Conditionality and Sequencing**

EU financing is granted provided that the necessary national co-financing will be provided from budgetary resources of the Government of the Republic of Cyprus.

If the conditions are not in place for decentralisation (adequate structures as per the Commission “Guidance note on Cyprus and Malta” not in place or operational, Memorandum of Understanding on the establishment of the National Fund not yet signed), the Commission reserves the right to implement the programme in a centralised manner.
ANNEXES
1. Logical framework matrix in standard format
2. Detailed implementation time chart
3. Contracting and disbursement schedule by quarter for full duration of programme.
### ANNEX 1

**LOGFRAME PLANNING MATRIX**

<table>
<thead>
<tr>
<th>Administrative Co-operation between the Republic of Cyprus and the European Union</th>
<th>Programme name: National Programme 2000 and number: CY0001</th>
<th>Date of drafting: 21 April 2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracting period expires: 31 December 2002</td>
<td>Disbursement period expires: 31 December 2003</td>
<td></td>
</tr>
<tr>
<td>Project Number CY0001.01</td>
<td>Total Budget: 0.40 MEUR</td>
<td>Commission contribution: 0.30 MEUR</td>
</tr>
</tbody>
</table>

#### Wider Objective

**Indicators of Achievement**

To support Cyprus’ efforts towards harmonisation with the EU and its participation in activities/initiatives promoted in the framework of the enlargement process, with a view to improving its ability to meet the requirements of the accession to the European Union.

- Timely and comprehensive preparation / implementation of harmonisation measures, with a view to achieving full harmonisation by the time of accession.

**How, When and By Whom Indicators Will Be Measured**

Planning Bureau, through the Harmonisation Monitoring System, and European Commission, through the Regular Reports on Cyprus’ progress towards accession, during the implementation of the project.

**Assumptions and Risks**

- Political commitment to accession to EU continued;
- Respect of the commitments undertaken vis-à-vis the EU during the accession negotiations.

#### Immediate Objectives

- To strengthen Cyprus’ institutional and administrative capacity for the effective implementation and enforcement of the Acquis in various sectors.

- Reinforced operational and administrative capacity in the sectors which benefited from the project;
- Strengthened enforcement structures.

**Indicators of Achievement**

Ministries/Agencies, through revised Sectoral Harmonisation Programmes, Planning Bureau, through the Harmonisation Monitoring System, and European Commission through the Regular Reports on Cyprus’s progress towards accession, during the implementation of the project.

**How, When and By Whom Indicators Will Be Measured**

- Timely alignment of national legislation to the Acquis;
- Adequate availability of resources;
- Absorption capacity of interested parties involved;
- Close co-operation of Planning Bureau with all interested parties.
| **ANNEX 1** | **To improve the capacity of public sector officials and of representatives of the private sector to deal with issues related to the harmonisation process and, particularly, to the procedures required for the implementation of the Acquis.** | **Improved capacity of Government officials to implement the Acquis;**  
**Increased awareness of the officials and private sector representatives regarding EU and harmonisation issues;**  
**Reinforced operational and administrative capacity in the sectors which benefited from the project.** | **Ministries/Agencies, through revised Sectoral Harmonisation Programmes, Planning Bureau, through the Harmonisation Monitoring System, and European Commission through the Regular Reports on Cyprus’s progress towards accession, during the implementation of the project.** | **Timely alignment of national legislation to the Acquis;**  
**Timely availability of adequate resources;**  
**Absorption capacity of interested parties involved;**  
**Good selection of participants;**  
**Close co-operation of Planning Bureau with all interested parties.** |
ANNEX 1

- To promote co-operations between the Republic of Cyprus and the European Union, through participation i.a. of both the public and private sector, in working groups, special meetings, committees etc. during the pre-accession period.

- Satisfactory level of participation of Cypriot representatives from both the public and the private sector in such activities;

- Increased co-operation between Cyprus and the European Union.

Ministries/Agencies, through revised Sectoral Harmonisation Programmes, Planning Bureau, through the Harmonisation Monitoring System, and European Commission through the Regular Reports on Cyprus’s progress towards accession, during the implementation of the project.

- Timely alignment of national legislation to the Acquis;

- Timely availability of adequate resources;

- Absorption capacity of interested parties involved;

- Close co-operation of Planning Bureau with all interested parties.

<table>
<thead>
<tr>
<th>Outputs</th>
<th>Indicators of Achievement</th>
<th>How, When and By Whom Indicators Will Be Measured</th>
<th>Assumptions and Risks</th>
</tr>
</thead>
</table>

- Improved institutional and administrative capacity, allowing for timely and effective implementation of Sectoral Harmonisation Programmes;

- Familiarisation of both the public administration and the private sector with the institutions, policies and working methods of the European Union and the EU Member States.

- Sectoral Harmonisation Programmes implemented in time and according to the commitments undertaken vis-à-vis the EU during the accession negotiations;

- Increased knowledge of the public administration and private sector about EU institutions, policies and working methods;

- Increased degree of readiness of the social partners to support Cyprus accession course.

Ministries/Agencies, through revised Sectoral Harmonisation Programmes, Planning Bureau, through the Harmonisation Monitoring System, and European Commission through the Regular Reports on Cyprus’s progress towards accession, during the implementation of the project.

- Respect of the commitments undertaken vis-à-vis the EU during the accession negotiations;

- Full commitment of parties involved;

- Timely availability of adequate resources;

- Effective monitoring of project activities;

- Good selection of participants.

<table>
<thead>
<tr>
<th>Inputs</th>
<th>Indicators of Achievement</th>
<th>How, When and By Whom Indicators Will Be Measured</th>
<th>Assumptions and Risks</th>
</tr>
</thead>
</table>

Financial

- National Budget: EUR 300,000
- EU contribution: EUR 1,000,000

- National Budget approved
- Financing Memorandum approved

Planning Bureau and Commission Services before initiation of the project.

- Full commitment of parties involved.
- Budgets approved and available on time.
### DETAILED TIME IMPLEMENTATION CHART FOR THE PROJECT

**Title:** Administrative co-operation between the Republic of Cyprus and the EU (CY0001.01)

<table>
<thead>
<tr>
<th>Administrative Co-operation Activities</th>
<th>2000</th>
<th>2001</th>
<th>2002</th>
</tr>
</thead>
<tbody>
<tr>
<td>D = Design</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C = Contracting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I = Implementation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X = Closure</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D = Design  
C = Contracting  
I = Implementation  
X = Closure
ANNEX 3

CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE

Title: Administrative co-operation between the Republic of Cyprus and the EU (CY0001.01)

<table>
<thead>
<tr>
<th></th>
<th>31/03/2001</th>
<th>30/06/2001</th>
<th>30/09/2001</th>
<th>31/12/2001</th>
<th>31/03/2002</th>
<th>31/06/2002</th>
<th>31/10/2002</th>
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</thead>
<tbody>
<tr>
<td>CONTRACTED</td>
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<td>0.65</td>
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<td>0.15</td>
<td>0.20</td>
<td>0.25</td>
<td>0.30</td>
</tr>
<tr>
<td>DISBURSEMENT</td>
<td>0.05</td>
<td>0.65</td>
<td>0.10</td>
<td>0.15</td>
<td>0.20</td>
<td>0.25</td>
<td>0.30</td>
</tr>
</tbody>
</table>

All figures in million EUR