2002

SUMMARY PROJECT FICHE

1. BASIC INFORMATION
1.1 Desiree Number:
1.2 Title: Twinning and Administrative Co-operation
1.3 Sector: Administrative Co-operation
1.4 Location: Planning Bureau, Nicosia, Cyprus.

2. OBJECTIVES
2.1 Overall Objective
Support Cyprus’ efforts towards harmonisation with the European Union (EU) and its participation in activities promoted in the framework of the enlargement process, with a view to improving its ability to meet the requirements of the accession to the EU.

2.2 Project Purpose
- Strengthen the organisational, managerial and administrative capacity of both, public and private sector institutions in view of Cyprus accession to the European Union.
- Promote co-operation between public and private institutions within the Republic of Cyprus and the EU during the pre-accession period.

2.3 Accession Partnership and NPAA priority

Accession Partnership
The enhancement of the administrative capacity and strengthening of enforcement structures are specifically included in the priorities of the different chapters of the Accession Partnership.

NPAA
Institution building requirements including the necessary associated technical assistance (recruitment of experts, training, etc) in order to enhance the existing or new institutions entrusted with the responsibility of implementing and enforcing the acquis, have been included in every chapter of the NPAA.

3. DESCRIPTION:
3.1 Background and justification

Within the framework of the accession process, Cyprus undertook specific commitments for the transposition, implementation and enforcement of the acquis Communautaire. In this context, building an adequate administrative capacity to implement the acquis effectively has become a central issue in Cyprus’ harmonisation efforts. Substantial progress has already been achieved in this direction. However, the administrative capacity need to be further strengthened in a number of areas, including the internal market, maritime transport, telecommunications, energy, agriculture, environment, justice and home affairs etc.
The National Programme for the Adoption of the Acquis (NPAA), prepared in September 2000 and updated in August 2001, focuses, inter alia, on the administrative capacity to implement and enforce the acquis effectively. To achieve this purpose, the whole spectrum of corresponding measures, e.g. the creation of new and/or enhancement of existing institutional/organisational structures, the provision of technical assistance, further education and/or training and participation in EU initiatives during the pre-accession period will be utilised.

At the same time, it is fully realised that efforts to enhance the administrative capacity of the public sector should go hand in hand with support and guidance to local authorities in order to enhance their capacity and knowledge regarding the provision and the application of the acquis in all relevant areas, with special emphasis on regional policy and environment. In addition, it is considered necessary that economic operators, social partners and NGOs need to be familiarised with the new legal and business environment created by the harmonisation process.

The need to support and develop Cyprus’ capacity in producing relevant background documentation, feasibility studies, project designs, project proposals, terms of references, technical specifications, tender dossiers, etc. was also identified. The aim is to facilitate the preparation of projects for the utilisation of pre-accession funds as well as the formulation of relevant projects financed through other international financing institutions.

It should be noted that institution building needs in various sectors identified in the process of harmonisation include small scale activities (short-term technical assistance, training, study visits, participation in meetings, etc), which, in many cases, are difficult to be foreseen and as such require to a certain extent budget flexibility. In order to allow flexibility and speed in the implementation of institution building requirements, the Twinning Light instrument will be used when appropriate.

3.2 Linked activities

- Two similar ‘Administrative Co-operation’ projects (CYP 002/98/4PF for the amount of EUR 1.27 mln and DG ELARG/002/00/CYP/4FP for the amount of EUR 1.4 mln) were included in the framework of the Cyprus-EC Fourth Financial Protocol. The first project has been fully implemented while the second one has reached an advanced stage of implementation. These projects proved to be a very effective instrument for delivery of multi-sectoral and ad-hoc technical assistance.

- Based on the above positive experience an Administrative Co-operation project for the amount of EUR 300,000, currently under implementation, was included in the 2000 Programming of the Pre-Accession Financial Regulation 555/2000.

- 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

- Enhanced institutional and administrative capacity reflected in an acceleration of the implementation of harmonisation programmes.

- Demonstrable increase of knowledge and expertise amongst staff members attached to both public and private sector organisations in Cyprus about EU and Member States institutions, policies and working methods.

- Increased awareness of the citizens of Cyprus on the advantages, rights and obligations of the future EU membership.

- Strengthened capacity in producing acquis related studies as well as background documentation, feasibility studies, project designs, project proposals, terms of references, technical specifications, tender dossiers, etc.
3.4 Activities
The main activities to be executed under the current project can be summarised as:

- Implementation of Twinning Light Projects. The main fields which are expected to benefit from the use of this instrument are Internal Market, Agriculture, Justice and Home Affairs, Employment and Social Affairs, Competition and Financial Control.
- Missions of experts to Cyprus for the provision of technical assistance, including:
  - provision of expertise and preparation of studies for the transposition, implementation and enforcement of the acquis;
  - expertise in order to produce relevant background documentation, feasibility studies, project designs, project proposals, environmental impact assessments, technical specifications, terms of references, tender dossiers, training programmes, etc.
- Participation of public sector officials in the EU working groups, special meetings, committees;
- 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 interested parties of the public and private sector on issues relating to the adoption and effective implementation of the acquis.
- Study visits to the EU Headquarters, the relevant services and organisations within the EU Member State and the international organisations, for deliberations, contacts, participation in seminars/workshops.
- Organisation of EU related promotion activities and production of related documentation and other material.
- Design and development of training material.
  - Audit/review actions to complete the procedural stages leading to an EDIS decision by the Commission (the implementation of this activity will be managed by the European Commission DG ELARG).
  - External expertise for the monitoring of the projects.

The project will provide both Twinning Light support through short-term input of public specialists from member state countries and technical assistance and training to the public sector, to local authorities and to private institutions, agencies and NGOs in Cyprus on strategic subjects and issues that are not covered through the ongoing projects and programmes.

Assistance will be delivered only upon explicit request of the demanding organisation in Cyprus provided that the needs are properly identified and in accordance with the Accession Partnership and the NPAA. Requests are submitted to the Planning Bureau by the interested public and private institutions/organisations including local authorities. Applications will be evaluated according to specific criteria related to objectives, needs, requirements and anticipated benefits, in accordance with the Accession Partnership and NPAA objectives. It is evident that the selected means or instruments should be able to produce the expected results.

4. INSTITUTIONAL FRAMEWORK
The Planning Bureau is the institution which co-ordinates and manages the administrative co-operation with the EU, except for the activities of the audit/studies and external expertise for the monitoring of the project which will be managed centrally by the European Commission (total budget € 0.106 Mio). Within this framework the Planning Bureau assumes, inter alia, the responsibility of
assessing the capacity of the beneficiaries to absorb assistance, these beneficiaries being Services of the Republic of Cyprus involved in the drawing and implementation of harmonisation programmes, as well as public and private sector bodies and local authorities 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 as well as the management of Twinning Light Projects, with a view to maximise 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 (2 Directorates)
  - Directorate for Macroeconomic Policy, Research and Studies

- **Economic Co-ordination Division**
  - Directorate for the Public Development Programme of the National 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 (NPAA);
- 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, agencies and committees of the European Union.

The beneficiary organisations (public administration, local authorities 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>Commission support</th>
<th>Total Commission (=I+IIB)</th>
<th>National co-financing</th>
<th>IFI</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Institution</strong></td>
<td><strong>Building</strong></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
| Twinning and Administrative Co-operation
  (of which € 0.106 Mio will be allocated to audit activities and external expertise for the monitoring of the projects and centrally managed by the European Commission DG ELARG) | - 652.000 | 652.000 | 100.000 | 752.000 |
| **TOTAL**                              | - 652.000                 | 652.000               | 100.000 | 752.000 |

(*) 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.

(***) In relation to the running cost of the project

### 6. IMPLEMENTATION ARRANGEMENTS

#### 6.1 Implementing Agency

The part of the budget allocated to audit/reviews/studies and external expertise for the monitoring of the projects (amounting to € 0.106 Mio to be financed under the Budget Line B7-041A) will be managed centrally by the European Commission DG ELARG.

For the remaining activities (funds adding up to € 0.546 Mio and to be financed under the Budget Line B7-041) the Implementing Agency will be the Planning Bureau.

The Planning Bureau is the national planning and co-ordination agency in the Republic of Cyprus, engaged with functions and responsibilities relating to the harmonisation of the Cyprus economy with the acquis Communautaire. All activities under this project will be monitored and evaluated by the Planning Bureau.

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e-mail: planning@cytanet.com.cy
6.2 Twinning
For some of the identified activities under the current project, a strong appeal will be made on expertise and knowledge available within public institutions in EU Member States. The instrument to be used will be the Twinning Light mechanism which according to the Implementing Agency is an ideal flexible instrument to be used for short-term expert inputs to public organisations and institutions in Cyprus.

6.3 Non-standard aspects
The project will be managed according to the Decentralised Implementation System (DIS) rules.

6.4 Contracts
Implementation of most of the activities under this project (Twinning Light, technical assistance, training, organisation of seminars and conferences) will follow an agreement made with EU Member States (for activities to be executed under the “Twinning Light mechanism”) or a contract in accordance with the Practical Guide (for technical assistance support). Before agreements are concluded, requesting institutions will submit a written application to the Implementing Agency (Planning Bureau). All applications will be assessed according to specific criteria relating to the objectives, usefulness and anticipated benefits of such activities.
Following the completion of the agreements (both twinning and technical assistance), the Planning Bureau will, for each specific activity, design the necessary documentation in accordance with DIS rules.

7. IMPLEMENTATION SCHEDULE
7.1 Start of tendering/call for proposals: March 2002
7.2 Start of project activity: March 2002
7.3 Project completion: March 2004

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 implementing agency of this project is an equal opportunity employer. Its human resources in qualified personnel comprise sixteen (13) men and twenty two (22) women.
9. **ENVIRONMENT** (N/A)

10. **RATES OF RETURN** (N/A)

11. **INVESTMENT CRITERIA** (N/A)

12. **CONDITIONALITY AND SEQUENCING**

   The nature and the sequencing of each individual activity to be implemented under this project will be 
   based, within each sector involved, on a logical approach resulting from the needs identified during the 
   accession process and the subsequent preparation and implementation of the sectoral harmonisation 
   programmes.

   In every case, the Planning Bureau will make sure that the relevant Services will proceed on time to all 
   the steps necessary to ensure the right pre-conditions for the success of each activity to be promoted, 
   e.g. amendment or implementation of legislation, set up adequately staffed and equipped monitoring 
   or implementing agencies etc. The active co-operation/consultation with all interested parties (public 
   administration and private sector) will be secured during the implementation of each individual 
   activity.

**ANNEXES**

1. Logical framework matrix in standard format
2. Detailed implementation time chart in standard format
3. Contracting and disbursement schedule by quarter for full duration of programme.
**LOGFRAME PLANNING MATRIX**

<table>
<thead>
<tr>
<th>Programme name: and number:</th>
<th>Contracting period expires:</th>
<th>Disbursement period expires:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twinning and Administrative Co-operation</td>
<td>March 2004</td>
<td>December 2004</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Number</th>
<th>Total Budget: 0.752 MEUR</th>
<th>Commission contribution: 0.652 MEUR</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Overall Objective</th>
<th>Objectively verifiable Indicators</th>
<th>Sources of Verification</th>
</tr>
</thead>
</table>
| Support Cyprus’ efforts towards harmonisation with the EU. | Full and unconditional harmonisation by the time of accession. | • Harmonisation Monitoring System managed by the Planning Bureau.  
• Regular Annual Reports |

<table>
<thead>
<tr>
<th>Project Purpose</th>
<th>Objectively verifiable Indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
</table>
| • Strengthen the organisational, managerial and administrative capacity of both, public and private sector institutions in view of Cyprus accession to the EU  
• Promote co-operation between public and private institutions within the Republic of Cyprus and the EU during the pre-accession period | • Improved capacity of Government officials to implement the Acquis  
• Increased awareness amongst private sector officials regarding EU harmonisation issues  
• Increased involvement of local government authorities in EU related affairs  
• No. of conferences, seminars, workshops organised within the project implementation period | • Sectoral harmonisation programmes (Ministries and relevant /Agencies)  
• Harmonisation Monitoring System (Planning Bureau)  
• Regular Annual Reports on Cyprus’s progress towards accession (Commission)  
• Responses of the private sector representative organisations (Unions, Sector Federations, Chamber of Commerce etc.) | • Timely alignment of national legislation to the Acquis  
• Adequate availability of resources;  
• Sufficient absorption capacity within relevant institutions of interested parties;  
• Close co-operation of Planning Bureau with all interested parties |
### Results

<table>
<thead>
<tr>
<th>Objectively verifiable Indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improved institutional and administrative capacity reflected in an acceleration of the EU harmonisation programmes</td>
<td>Sectoral harmonisation programmes (Ministries and relevant Agencies)</td>
<td>Full commitment of parties involved in the exercise</td>
</tr>
<tr>
<td>Increase of knowledge and expertise amongst staff members attached to both public and private sector organisations about EU and Member States institutions, policies and working methods</td>
<td>Harmonisation Monitoring System (Planning Bureau)</td>
<td>Adequate availability of resources;</td>
</tr>
<tr>
<td>Increased awareness of the citizens of Cyprus on the issues of the future EU membership</td>
<td>Regular Annual Reports on Cyprus’s progress towards accession (Commission)</td>
<td>Effective monitoring of the project activities</td>
</tr>
<tr>
<td></td>
<td>Responses of the private sector representative organisations (Unions, Sector Federations, Chamber of Commerce etc.)</td>
<td>Close co-operation of Planning Bureau with all interested parties</td>
</tr>
<tr>
<td></td>
<td>Local Governments Authorities requests for participation in EU programmes</td>
<td>Proper selection of the parties and organisations involved in project activities</td>
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### Activities

<table>
<thead>
<tr>
<th>Means</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementation of Twinning Light Projects</td>
<td>Full commitment of all parties involved</td>
</tr>
<tr>
<td>Short-term missions of experts to Cyprus for the provision of technical assistance.</td>
<td>Highly professional public sector experts can be identified</td>
</tr>
<tr>
<td>Participation of public sector officials in the EU working groups, special meetings.</td>
<td>Proper selection of motivated trainees to attend the training session(s)</td>
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<tr>
<td>Organisation of seminars, conferences, workshops and training sessions</td>
<td>Financial resources available in time</td>
</tr>
<tr>
<td>Study visits to the EU Headquarters, EU Member States and the international organisations.</td>
<td>Contracting procedures well-known and used in the correct way</td>
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<tr>
<td>Design and development of training material</td>
<td>* Audit/reviews in the context of EDIS</td>
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### Preconditions

<table>
<thead>
<tr>
<th>Preconditions</th>
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<tr>
<td>Political commitment to EU accession</td>
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</table>
# DETAILED TIME IMPLEMENTATION CHART FOR THE PROJECT

Title: Twinning and Administrative Co-operation

<table>
<thead>
<tr>
<th>COMPONENT</th>
<th>2002</th>
<th>2003</th>
<th>2004</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>D D I I I I I I I I I I I I I</td>
<td>I I I I I I I I I I I I I</td>
<td>I I I X</td>
</tr>
</tbody>
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- **D** = Design
- **I** = Implementation
- **X** = Closure
CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE

Title: Twinning and Administrative Co-operation

All figures in million EUR

<table>
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<tr>
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<tbody>
<tr>
<td>CONTRACTED</td>
<td>0.15</td>
<td>0.25</td>
<td>0.30</td>
<td>0.40</td>
<td>0.45</td>
<td>0.50</td>
<td>0.652</td>
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<tr>
<td>DISBURSEMENT</td>
<td>0.15</td>
<td>0.20</td>
<td>0.25</td>
<td>0.30</td>
<td>0.35</td>
<td>0.40</td>
<td>0.50</td>
<td>0.55</td>
<td>0.652</td>
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