1. Basic information

1.1 CRIS Number: CZ2003/005-077.03 & PL2003/005-078.03

1.2 Project Title:
Joint Small Projects Fund

1.3 Sector
all

1.4 Project Location

Cross-border region: Czech Republic – Poland

Czech Republic: Districts: Liberec, Jablonec n. N., Semily, Trutnov, Náchod, Rychnov n. K., Ústí n. O., Šumperk, Jeseník, Bruntál, Opava, Karviná, Frýdek – Místek, City of Ostrava

Poland: Towns and communes constituting the following Polish-Czech Euroregions: Nysa, Glacensis, Pradziad, Silesia, Śląsk Cieszyński

2. Objectives

2.1 Overall Objectives

The Joint Small Projects Fund (JSPF) supports the key objectives of the Czech-Polish CBC Programme, namely to help the border regions to overcome specific development problems resulting from their relative isolation in the framework of national economics. The JSPF supports the establishment and development of co-operative networks on both sides of the border between people, organisations and institutions, and the creation of linkages between these networks and wider European Union networks. The JSPF aims:

- To support the further development of the economic potential of the Polish - Czech border region, in particular through the utilisation of the tourism potential;
- To reduce the peripheral character of these areas, thereby improving the quality of life and creating a co-operative network on both sides of the border.

In pursuing these objectives, the JSPF provides a flexible approach to funding smaller-scale "people-to-people" type of actions, which are defined on the basis of local/regional needs, and which have a cross-border impact.
2.2 Project Purpose

The projects will contribute to the overall process leading to creation of one integrated socio-economic border area by supporting local and regional development across the border through small-scale activities in the fields mentioned in Article 5.1 a) to n) of the Commission Regulation No. 2760/98 (amended by the Commission Regulation No. 1596/2002 of 6 September 2002). Across the various fields eligible for support, the JSPF will seek:

- To support establishment and/or further development and deepening of the contacts between different regional and local institutions, associations and other bodies on both sides of the border, aimed at project objectives.

2.3 Accession Partnership and NPAA Priority

The JSPF plays an important part in the process of the preparation of the Czech Republic and Poland for accession, in particular through developing and further strengthening of cross-border relations and structures between people and institutions on both sides of the border. In addition, there is an important capacity building dimension of the JSPF for local and regional actors. These funds are part of a process of creating "integration-minded" border regions. The project (grant scheme) represents thus an important element in the preparation of Poland and the Czech Republic for the adoption of Structural Funds as well as preparation for the INTERREG III and is fully in compliance with the priorities of the NPAA and Accession Partnership. In addition, the project (grant scheme) supports the social and economic integration between the border regions of candidate countries.

The project proposed is compliant with the Polish – Czech cross-border area development strategy defined in the Joint Programming Document Phare CBC Poland – Czech Republic 2000 – 2006 (JPD). It refers to one of the main priorities:

Social sphere – Goal 4.3.2: ‘Communities from both sides of the border should get know each other’.

2.2 Cross-border Impact of the Project

The JSPF will contribute to the removal of existing disparities between regions on both sides of the border through the implementation of a wide range of small-scale actions. 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 the border regions in order to avoid undue problems connected to the removal of borders and the introduction of the principle of free movement.

The implementation of the initiatives within the JSPF will allow for establishment of new and further development and deepening of the existing linkages between partner institutions on either side of the border. All the projects within the grant programme will be realised in close cooperation with counterparts from both countries. However, the most important element of the cross border impact is the influence of the assistance on the everyday contacts between people from the border region of Poland and the Czech Republic. The implementation of the JSPF is extremely important as far as the reduction of existing differences of historical, cultural or linguistic character is concerned.
3. Description

3.1 Background and Justification

The inclusion of the JSPF in the 2003 Phare CBC Programme reflects the evolution in the Phare CBC Programme in Poland and in the Czech Republic from an exclusively “project-by-project” driven approach to the gradual inclusion of flexible funding mechanisms, beginning with the Small Projects Fund in 1995 in Poland and in 1996 in the Czech Republic. The success of the mechanism in addressing identified local needs with local/regional actors and a relatively quick implementation record prompted the inclusion of more funds in the next Phare CBC Programmes for both border regions. There is now a considerable body of experience in Poland and the Czech Republic, and significantly in the border regions, of the mechanics of Fund operation (see 3.5 Lessons learned).

The fund model closely mirrors the INTERREG IIIA approach to programming with indicative allocations identified across broad priority areas for intervention and projects decided later by committees of local/regional actors. This approach is particularly useful in the context of pre-accession and the preparation of local/regional administrations for access to the Structural Funds through providing the latter with a framework that more closely mirrors those of their EU counterparts. Moreover 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 Joint Programming Document for the Czech-Polish CBC Programme was developed in close co-operation with local and regional actors. The Document reflects the needs and problems of the border region and defines priorities. The Joint Small Projects Fund is in line with the mechanisms described in the JPD and is aimed at implementation of undertakings that help to overcome the problems of the border region.

To summarise, the inclusion of the JSPF into the programme is a logical step forward in the overall context of the Czech Republic’s and Poland’s upcoming accession to the EU, and in the specific context of the development of cross-border co-operation and evolution of the Phare CBC Programme in the pre-accession context.

The JSPF preparation has been consulted with representatives of NGOs, specifically with the relevant euroregions and social partners. The euroregions have been consulted and involved in nomination of the Regional Evaluation Committee members and Assessors.

3.2 Linked Activities

The JSPF forms an integral part of the CBC Phare Programme. It complements other projects of the CBC Programme primarily by creating a flexible mechanism for the support of small-scale ad hoc activities and themes.

The JSPF of the 2003 programme will be based on the experience with the Small Project Fund supported by previous programmes in Poland since 1995 and in the Czech Republic since 1996 through 2002.

In the Czech-Polish border region the experience has been gained through the implementation of the JSPF CBC Programmes since 1999. The JSPF CBC Phare 2000 has been implemented already as “a grant scheme”.

Phare CBC 2003, Czech Republic – Poland
The 2003 JSPF projects may be implemented in parallel with the first INTERREG IIIA projects in the Czech-Polish border region.

3.3 Results
Launching the JSPF is expected to lead to successful implementation of selected projects in the following fields:
- Cultural exchanges
- Local democracy
- Human resources
- Joint CBC planning
- Economic development
- Environment
- Tourism development

Further effects of the JSPF can be seen in:
- Increased level of public awareness and information on cross-border co-operation affairs and on the process of European integration;
- Encouraged local involvement in the Phare CBC and future INTERREG IIIA programmes and to support small-scale actions which may form the basis for larger cross-border co-operation projects;
- Increased absorption capacity through creation and development of the specialist resources of local and regional institutions involved in regional development, groundwork and implementation of cross-border projects in line with EU practice;
- Further developed and strengthened cross-border structures and partnerships created among the local and regional organisations in the border region in question; being further developed and strengthened.

3.4 Activities

General Criteria for Eligibility:
In general terms the eligible actions should meet the following conditions:

a) Have a strong and evident cross-border aspect (joint projects, especially where co-financed jointly by Czech and Polish project partners, will be particularly prioritised);

b) Full compliance with the objectives, priorities and measures as defined in the Joint Programming Document;

c) Be financially assessed realistically and transparently;

d) Be ready for implementation;

e) Contribute to institution and capacity building;

f) Be supportive to, but under no circumstances be in contradiction with relevant national strategies and long-term development plans of the municipality or the region;

g) Projects that are part of an overall strategy/plan for the development of the region/town/municipality will be prioritised; in particular the compliance of project proposals with the objectives and measures specified in the relevant Regional Development Strategies
will be taken into consideration for the assessment and selection of actions to be funded under the JSPF;

h) Contain innovative approaches (e.g. pilot projects).

**Eligibility of Applicants**

Applicants must comply with the following conditions in order to be eligible for a grant:

a) Be non-profit-making organisation and located and acting in the eligible border regions;

b) Be directly responsible for the preparation and management of the project;

c) Have stable and sufficient sources of finance to ensure the continuity of their organisation throughout the project, be able to provide requested co-financing of total eligible project costs. The beneficiary contribution will be in a form of joint co-financing.

d) Be experienced and able to demonstrate their capacity to manage larger scale activity corresponding with the size of the project for which a grant is requested.

The JSPF is open to all eligible entities on an equal basis.

**Entities not entitled to a JSPF contribution**

Entities operating on a profit-making basis, political parties, state organisations or institutions in a field of activities provided by them in the frame of execution of the state administration which is stipulated by a relevant Law are not eligible for the JSPF CBC Programme.

In order to avoid conflict of interests **eligible entities will also not be allowed to apply** within a regular call for proposals if they are simultaneously involved in:

a) nomination of representatives to the JSPF implementation structures ¹;

b) project evaluation and project selection ²;

c) administration of the JSPF;

d) monitoring of the JSPF.

**Actions eligible for small-scale projects under the JSPF**

Eligible actions to be supported under the JSPF are defined in more detail below. On this basis, the Implementing Agency will develop more detailed operational guidelines in consultation with the relevant regional institutions which will be published and available for applicants as soon as a call for proposals is launched.

The JSPF priority will be financial support to **soft (non-investment)** small-scale actions within the eligible areas for the CBC programme as defined in Article 5.1 a) to n) of the Commission Regulation No. 2760/98 (amended by the Commission Regulation No. 1596/2002). Thereby, the

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¹ Krajs will be allowed to submit projects and be members of evaluation committees, however their representatives will not have voting power on projects submitted by their administration.
Fund will continue to pay particular attention to the support of small-scale actions that bring people and institutions together in their joint efforts to develop the cross-border area. In particular, the JSPF will support:

**Cultural Exchanges:** such cultural exchanges that already exist and that are being newly established between local groups on both sides of the border region (e.g. meetings and exchanges among youth, artistic activities, folk events, sporting activities and similar actions; projects promoting joint awareness raising activities (e.g. regional history or development issues). An emphasis will be on supporting cultural exchanges and co-operation in their start-up phase with a view to generating lasting co-operation (with a special focus on networking activities). The subject of support will be mainly the organisational part of events.

**Local Democracy:** actions that help create and intensify the skills of organisational structures in local and regional public administration and other elements of a democratic society (e.g. chambers of commerce, trade associations, tourism associations, trade unions, NGOs); relevant training courses and information will be provided supporting exchange visits, project preparation and exchange of information.

**Human Resources:** projects relating to development of local human resources and training focused on a wide variety of participant groups: e.g. projects encouraging co-operation in vocational training, cross-border employment promotion measures projects that utilise training and educational establishments on both sides of the border, project focused on training in tourism sector, etc. Such projects might also include provision for language training, including applied language courses that must directly facilitate cross-border development and co-operation.

**Planning and development studies:** projects that create the preconditions for joint planning in a border region (e.g. joint land use planning in bordering settlements, management plans of national parks and landscape protected areas, planning of joint rescue and emergency operations) development of project applications and feasibility studies for large Phare CBC and future INTERREG projects.

**Economic Development:** local economic development in the field of business co-operation, enterprise development, support of research and technology development, creation of cross-border co-operation structures and partnerships among supporting organisations (such as chambers of commerce, trade associations, tourism associations, business-related research, technology and development centres, etc.)

**Environment:** JSPF will promote assessment of ecological problems, environmental training, and actions aimed at increasing public environmental awareness including legislation issues (e.g. awareness raising for municipalities and NGOs on Natura 2000 sites, the Habitants and Birds Directives, EIA directives, etc.)

**Tourism:** JSPF can support a range of actions for tourism development - such as joint planning, preparation of local and regional tourism development strategies and action plans, institutional strengthening measures, development of quality and environmentally friendly tourism (including joint projects in agritourism, ecotourism etc.).

To avoid duplications the Grant Application Form will include information on relation of the project to other EU/national programmes/projects as well as the **funding sources**.

Priority will be given to projects jointly financed by Czech and Polish CBC programmes.

**3.5 Lessons learned**

**Phare CBC 2003, Czech Republic – Poland**
Conclusions and recommendations of interim evaluation, monitoring and assessment reports of the previous Phare CBC programmes (e.g. EMS evaluation reports) have been considered into the FM and PF and will be further explored and incorporated in the detailed project design and its implementation.

Experience from the implementation of the Small Projects Funds including Small scale infrastructure projects in the Programmes 1999, 2000: Baltic Small Project Facility; Reforestation Fund; Fund for Renewal of Rural Areas and Flood Area Reconstruction Programme which were implemented in Czech and Polish border regions have demonstrated that the fund approach is an efficient mechanism to address small-scale intervention in both "soft" (Small Project Fund) and "hard" measures (infrastructure – the Flood Area Reconstruction Programme, Small scale infrastructure projects).

Experience from the last programme CBC Phare 1999 in implementation of procedures of the JSPF has been integrated in the relevant documents developed for JSPF 2000 and 2001, including modification of the form of the project. For the 2002 Phare CBC programme a joint Project Fiche as a part of Financing Memorandum was elaborated for the first time.

In the preparation of the Grant Scheme documentation practical experience acquired in the course of implementation of the JSPF programmes of Phare CBC 2000, (Monitoring & Evaluation reports) and from the JSPF management audit report, as well as from the EDIS preparation will be also applied as these were already designed and implemented as grant schemes complying with the PRAG requirements. Within the 2001 JSPF edition both the Czech and Polish IAs in cooperation with relevant Euroregions prepared very similar Guidelines for Applicants and Application Form with the same set of criteria for project proposals on both sides of the border.

The programme for training of members of Secretariats, JREC, RSC and assessors has been also modified according to experience from last programme.

Based on experience from the implementation of the 2000 – 2001 JSPF GS projects the composition of evaluation committees have been restructured in order to reduce the risk of a potential conflict of interest. As a result the rules for nomination of local government representatives into the RECs have become more strict. These rules will apply for both the 2002 and 2003 JSPF GS projects.

4. Institutional Framework

The project will be implemented under the overall responsibility of two Implementing Agencies:

- the Ministry for Regional Development-MRD in conjunction with its Centre for Regional Development in the Czech Republic-CRD (the IA CBC Phare CR) and

- the Implementing Agency for the Phare Cross Border Co-operation Programme at the Ministry of Internal Affairs and Administration in Poland (the IA CBC Phare Poland).

Both of the IAs are finally responsible for the management of the funds allocated to their specific parts of the JSPF and for approval of individual regional JSPFs and therefore reserve the right to supervise them: issuing of guidelines; definition of the responsibilities of institutions involved in the JSPF; approval of the institutional set-up; specification of the rules for financial management and for regular submission of reports.

The IA CBC Phare Poland and IA CBC Phare CR have the right of veto over certain projects that have been approved in contravention of the established rules and finally the IA CBC Phare Poland and IA CBC Phare CR are responsible for the provision of on-going advice and support to
institutions (Euroregions, Secretariats, members of the RSC, Evaluation Committees, Assessors etc.) in the regions in the form of training or consultation through experts chosen by the IA CBC Phare Poland/IA CBC Phare CR, organising of public training sessions for potential applicants will be also considered.

The IA CBC Phare CR will carry out monitoring of JSPF implementation by using the computerised MONIT/CEMIT system. CRD branch offices will forward to the CRD headquarters all by CRD branch offices cross-checked and approved beneficiaries’ final reports accompanied by all CRD branch offices relevant monitoring reports.

The IA CBC Phare CR/PAO will be responsible for the ex-post evaluation of the JSPF which will be carried out by an independent evaluator hired by PAO after the completion of the programme.

An external JSPF audit will be organised by the IA CBC Phare CR and carried out within the framework of the programme management. Each beneficiary will have to provide the IA CBC Phare CR with a certified financial statement performed by an independent professional accountant or auditor when the project ends.

The contract will provide for the possibility of inspections to be carried out on documents and on the project sites by the Contracting Authority’s services, Commission’s services and the European Court of Auditors (cf. article 16(2) of the General Conditions), Supreme Audit Office Czech Republic and independent auditors hired by the Contracting Authority.

The **Regional Steering Committee** (RSC), has been established as a joint Phare CBC Steering Committee which has key function in a process of final approval of the JSPF projects. Both the Czech and Polish delegations will be equally represented in the RSC. Each delegation will have 12 voting members. Projects will be approved for funding only when receiving approval of majority from both delegations.

The Czech delegation of the RSC will be composed of representatives of the respective six border euroregions (Nisa, Glacensis, Praděd, Silesia, Těšínské Slezsko and Beskydy), five regions (“Kraj”) and City of Ostrava. Each will nominate one representative who has to be officially appointed by the PAO.

The Polish delegation of the RSC will be composed of one representative of each of the five Euroregions (Nysa, Glacensis, Pradziad, Silesia, Ślask Cieszyński), one representative of each of the three Voivodship Offices, one representative of the three Marshall Offices and a representative of the Governmental Centre for Strategic Studies.

Representatives of the both IAs and of the European Commission and DECs may participate in the meetings of the RSC as observers.

There will be **Evaluation Committees** (ECs) established in each of the five Czech-Polish Euroregions (Nisa, Glacensis, Praděd, Silesia and Těšínské Slezsko). The representatives of the Euroregion Beskyd (Czech part of which is eligible for the Phare CBC programme) will take part in the EC in the Euroregion Těšínské Slezsko. The ECs will be responsible for the project evaluation and project selection in the respective Euroregion. The tasks and procedures of the ECs will fully comply with the PRAG and grant scheme operational guidelines. The evaluation report, including one page summary on each project, together with copies of complete applications of all projects recommended will be submitted to the EC Delegation for approval.

The Czech part of each EC will be composed of minimum five voting members. The respective regional bodies on the Czech side will make proposals to the PAO. The list of the proposed
members has to be approved by the EC Delegation. Subsequently will be the members of the EC appointed by the PAO.

The Polish part of each EC will be composed of minimum five voting members proposed to the IA by respective regional bodies on the Polish side of the border and will be approved by the IA.

Concrete locations for the EC meetings will be mutually agreed and in principle the meetings will take place on both sides of the Czech-Polish border region.

Assessors may be involved in the project evaluation process if necessary. Assessors are meant to be highly qualified experts with expertise in the fields where the JSPF operates.

If Assessors will be involved in the evaluation process the respective PAO will appoint them on the basis of a proposal made by respective regional bodies and submit them for approval by the respective EC Delegation.

The IA CBC Phare Poland and IA CBC Phare CR representatives will be invited to participate in the meetings of all the bodies mentioned above. The respective EC Delegation representative has to be invited, as an observer, to all the meetings of the RSC, ECs and Assessors.

All tasks and responsibilities of the RSC, ECs and Assessors will be specified in the respective (Czech and Polish) JSPF Operational Manuals.

The Secretariats are the executive JSPF bodies in the regions. The role of Secretariats will be performed on the Czech side by the respective Euroregions (from project idea to project selection) in conjunction with the IA/CRD that will take over the contracting and financial management of the JSPF; and in Poland by the Euroregions.

On the Czech side the Euroregions and the CRD regional offices represent the executive JSPF bodies in the regions. All tasks and responsibilities of the Secretariats will be specified in detail in Service Contracts concluded between the IA (PAO) and the respective institution selected to perform the role of the JSPF Secretariat in the particular border region. The main tasks of the Secretariats will be related to organisation of the call for proposals in their regions, to provision of information, advice and assistance to the project promoters and applicants, to receipt and registration of project proposals and I organisational assistance in project evaluation and selection.

On the Polish side the IA, which supervises the implementation of the Small Project Fund within the framework of the Cross-Border Co-operation Programme, delegates some responsibilities to the Polish partners of the Euroregions. The agreements between the Phare CBC IA and the Polish side of the Euroregions form the basis of utilising the Fund in the Euroregions. Separate agreements are signed for each edition of the Fund.
5. Detailed Budget (MEUR)

<table>
<thead>
<tr>
<th></th>
<th>Phare Support</th>
<th>Total Phare (^3) (=I+IB)</th>
<th>National Co-financing (^4)</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Investment Support</td>
<td>Institution Building</td>
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<td>CZ</td>
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<tr>
<td></td>
<td>CZ(^1)</td>
<td>PL(^2)</td>
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<td></td>
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<td>01 People-to-people and other small projects</td>
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<td>0.070</td>
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<tr>
<td><strong>Total</strong></td>
<td>0.000</td>
<td>0.500</td>
<td>0.500</td>
<td>1.000</td>
</tr>
</tbody>
</table>

\(^1\) The allocations of funds for the Czech part of the Czech-Polish Euroregions have been determined on the basis of two criteria: density of population and from length of border:
- for the implementation of the individual projects - Euroregion Nisa (0,065 M€), Glacensis (0,125 M€), Praděd (0,075 M€), Silesia (0,103 M€), Těšínské Slezsko (0,097 M€);
- up to 7% of the Phare contribution can be used for the JSPF management costs (0,035 MEUR for the Czech part of the border region).

\(^2\) The allocation is for the Polish side of five Polish-Czech Euroregions: Nysa, Glacensis, Pradziad, Silesia, Śląsk Cieszyński (as in the previous editions of JSPF: 0,100 M€ for each Euroregion i.e. 0,093M€ for the implementation of individual projects and 0,007M€ for the management costs)

\(^3\) CZ: 0,500 MEUR, PL: 0,500 MEUR

\(^4\) Co-financing of costs of approved projects is provided from the own resources of the final beneficiaries and/or their national Partners.

\(^5\) Up to 7% of the Phare and (on the Czech side) beneficiary’s contributions\(^*\) may be used for covering the JSPF management costs and expenditure relating to the preparation, selection, appraisal, external audit and monitoring.

\(^*\) An additional 5% fee of total eligible project costs will be paid by the final beneficiaries and will be used to cover administrative costs of the regional secretariats (euroregions).

6. Implementation Arrangements

6.1 Implementing Agency

The project will be managed by two implementing agencies in accordance with the Practical Guide for Phare, ISPA, SAPARD and under the overall supervision of the National Fund. The Ministry for Regional Development in conjunction with the Centre for Regional Development on the Czech side and the Implementing Agency for the Phare CBC Programme at the Ministry of Internal Affairs and administration on the Polish side will be the Implementing Agencies for the project.

The JSPF will be implemented in accordance with The Practical Guide to Phare, ISPA and SAPARD contract procedures, Section 6.

Implementation of the JSPF is conditional on prior verification and approval of the documentation (requested by the Practical Guide and the Financing Memorandum) by the respected EC Delegation.
The maximum grant per project (Phare contribution) is 50 000 EUR. The minimum grant per project is 1 000 EUR (in the relevant documents this minimal threshold may be reconsidered and increased with respect to the administrative capacity of the IA and the relevant regional bodies). The minimum co-financing by beneficiaries is 10% of the total eligible project costs for grants financed under the Czech Financing Memorandum CZ2003/005-077 and 25% for grants financed under the Polish Financing Memorandum CZ2003/005-078. The beneficiary’s co-financing contribution to the project will be specified in the respective (Czech and Polish) grant scheme operational guidelines.

Up to 7% of the Phare contribution may be used for management costs and expenditures related to the project selection and appraisal, external audit and monitoring of the assistance.

Czech Republic:

PAO: Mr. Jiří Horáček, director, Department of EU programmes, MRD
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Fax: + 420-2 2486 1415
e-mail: Jiri.Horacek@mnr.cz

Implementing Authority:

Director: Mr. Ivo Ryslavy
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Fax: + 420-2 27 158 229
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Fax: +48 22 6284722
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www.wwwpw.it.pl

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Undersecretary of State
Ministry of Internal Affairs and Administration
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phone: +48 22 6210391
fax: +48 22 8495213

6.2 Non-standard Aspects

In the Czech Republic the procurement will follow PRAG rules, however all documents (apart from those being submitted for approval of the DEC which will be in English) will be in Czech.
Also amendments to the grant contracts, which do not have impact on the substance of the project (as for example extension of the implementation period), are not approved by the EC Delegation.

In Poland the implementation of individual contracts signed under the JSPF will be done according to the Polish Procurement Law. The contract procedures have been described in detail in the Polish Procurement Law of 10th June 1994 (published in DzU 1998 No. 119 poz. 773 – as later amended) and will be adhered to under the following conditions:

1. The Ordinance Regulation of the Council of Ministers of December 28, 1994 on applying national preferences in conducting public procurements will not be applied.
2. All materials and resources to be used in the performance of the Programme shall have their origin in the European Union countries or countries eligible for financial support from the Phare Programme and Turkey, Malta and Cyprus.
3. The European Commission and the Contracting Authority reserve the right to participate in all meetings of tender selection committees as voting members.

The European Commission, the European Union’s Court of Auditors and the Contracting Authority reserve the right to check, at any time, the conformity of the Phare Programme funds’ commitment and disbursement with the rules of the EU assistance to Poland.

6.3 Contracts

The IAs will award contracts to the selected Secretariats to ensure provision of technical support and services related to the decentralised operation of the JSPF.

The tendering and contracting of the required services and supplies will follow the PRAG. The Phare Programme rules of eligibility and origin must be complied with.

7. Implementation Schedule

<table>
<thead>
<tr>
<th>First Call for Proposals</th>
<th>1Q/2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award of Grant Contracts</td>
<td>3Q/2004</td>
</tr>
<tr>
<td>Project Completion</td>
<td>3Q/2006</td>
</tr>
</tbody>
</table>

8. Equal Opportunity

Principles and procedures applied during the project implementation must ensure equal opportunities for all the participants of the project.

9. Environment

The nature of the project does not require EIA.

10. Rates of Return: NA
11. Investment Criteria: NA

12. Conditionality and Sequencing
No conditionality.
Sequencing: see above, Implementation Arrangements and Activities sections

Annexes to Project Fiche
1. Logical framework matrix in standard format.
2. Detailed implementation chart.
3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period).
# PHARE LOG FRAME

<table>
<thead>
<tr>
<th>LOGFRAME PLANNING MATRIX FOR PROJECT</th>
<th>Programme name and number</th>
<th>&amp;</th>
<th>CBC 2003 Czech Republic – Poland</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joint Small Projects Fund</td>
<td>Programme name</td>
<td>&amp;</td>
<td>Total budget: 1.258 MEUR</td>
</tr>
<tr>
<td></td>
<td>number</td>
<td>&amp;</td>
<td>Phare budget: 1.000 MEUR</td>
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<tr>
<td>Contracting period expires:</td>
<td>30/11/2005</td>
<td>&amp;</td>
<td>Disbursement period expires:</td>
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<tr>
<td></td>
<td></td>
<td>&amp;</td>
<td>30/11/2006</td>
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<tr>
<td>Total budget: 1.258 MEUR</td>
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<tr>
<td>Phare budget: 1.000 MEUR</td>
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<table>
<thead>
<tr>
<th>13</th>
<th>Overall objectives</th>
<th>14</th>
<th>Objectively verifiable indicators</th>
<th>15</th>
<th>Sources of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>•  Support to the further development of the economic potential of the Polish – Czech border region, in particular through the utilisation of the tourism potential;</td>
<td>• Number of visitors increased by 5% in 2006 compared to the 2002 figures</td>
<td>• Final JSPF reports 1999 – 2003</td>
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<tr>
<td>• Reduction of the peripheral character of these areas, thereby improving the quality of life and creating a co-operative network on both sides of the border.</td>
<td>• Increased number of networks in cultural and social areas by 10% in 2006 in comparison to 2003</td>
<td>• Statistics of respective national/regional tourist offices</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>9</th>
<th>Project purpose</th>
<th>10</th>
<th>Objectively verifiable indicators</th>
<th>11</th>
<th>Sources of Verification</th>
<th>12</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Support establishment and/or further development and deepening of the contacts between different regional and local institutions on either side of the border (i.e. NGOs, schools, local authorities, youth and sport associations) involved in cross border co-operation where special attention is paid to the EU related issues.</td>
<td>• At least 5 cross-border co-operation agreements signed (within the field of local bodies and economic development);</td>
<td>• JSPF final reports 2003,</td>
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<td></td>
<td>• At least 10 events from those financed through JSPF are organised for the first time and are of cyclical character.</td>
<td>• Partnership agreements</td>
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<td></td>
<td>• Between 3 – 5 jointly prepared projects to be submitted for INTERREG IIIA in 2005 –06.</td>
<td>• Ex post evaluation report s</td>
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<td></td>
<td></td>
<td>• INTERREG III A SC reports (JTS)</td>
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</table>

Phare CBC 2003, Czech Republic – Poland
<table>
<thead>
<tr>
<th>Results</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Successfully implemented projects in the fields of:</td>
<td>• Approx. 50 – 60 projects in relevant areas supported</td>
<td>• The JSPF Final reports</td>
<td>• Efficient marketing and promotion of the programme in the border region</td>
</tr>
<tr>
<td>• Cultural exchanges</td>
<td>• At least 3–4 projects which form a basis for larger projects;</td>
<td>• Project evaluation reports</td>
<td>• Sustained interest of local institutions in cross border co-operation</td>
</tr>
<tr>
<td>• Local democracy</td>
<td>• At least 90 % disbursement of the JSPF budget</td>
<td>• Reports and minutes of Regional Evaluation Committees and RSC</td>
<td>• Promotion of innovative approaches to regional/local development</td>
</tr>
<tr>
<td>• Human resources</td>
<td></td>
<td>• Monitoring and assessment reports</td>
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<tr>
<td>• Joint CBC planning</td>
<td></td>
<td></td>
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<tr>
<td>• Economic development</td>
<td></td>
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<tr>
<td>• Environment</td>
<td></td>
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<tr>
<td>• Tourism development</td>
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</table>

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Launch of the JSPF scheme and support of activities of the selected project proposals in the fields of:</td>
<td>• Grant scheme (grants 1000-50 000 EUR) total Phare funds 0,465 MEUR. • Funds for preparation, management, etc. implemented through: • Service contract for training of secretariats, JREC members and assessors • Service contracts with assessors • Direct service contracts for advertising • Service contract for auditors</td>
<td>• Sufficient local/regional project development capacity</td>
</tr>
<tr>
<td>• Cultural exchanges</td>
<td></td>
<td>• Further development of cross border partnership</td>
</tr>
<tr>
<td>• Local democracy</td>
<td></td>
<td>• Sufficient applications to allocate full budget.</td>
</tr>
<tr>
<td>• Human resources</td>
<td></td>
<td>• Well functioning co-operation and co-ordination between IA CBC Phare, Regional Co-ordination Committees, Secretariats</td>
</tr>
<tr>
<td>• Joint CBC planning</td>
<td></td>
<td>• Other financial sources available (national, regional, Interreg, SFs)</td>
</tr>
<tr>
<td>• Economic development</td>
<td></td>
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<tr>
<td>• Environment</td>
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<tr>
<td>• Tourism development</td>
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<tr>
<td>Preconditions</td>
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<tr>
<td>---------------</td>
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<tr>
<td>• Documentation for the GS Implementation (Guidelines for Applicants, Operational manual) approved by EC Delegation.</td>
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<tr>
<td>• Establishment of efficient regional structures necessary for the GS implementation.</td>
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<tr>
<td>• Training of staff/experts involved in GS.</td>
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</tbody>
</table>
## Implementation Time Chart

### On the Czech side

<table>
<thead>
<tr>
<th>Year</th>
<th>Action</th>
<th>Grant Dossier preparation</th>
<th>Call for Proposals</th>
<th>Projects Evaluation/Selection</th>
<th>Projects Implementation/Disbursement</th>
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</thead>
<tbody>
<tr>
<td>2003</td>
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<td>2004</td>
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<td>2005</td>
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<td>2006</td>
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</table>

### On the Polish side

<table>
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<td>2006</td>
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## Cumulative Quarterly Contracting and Disbursement Schedule

### Cumulative Quarterly Contracting Schedule

<table>
<thead>
<tr>
<th>Project</th>
<th>Allocation</th>
<th>IV/03</th>
<th>I/04</th>
<th>II/04</th>
<th>III/04</th>
<th>IV/04</th>
<th>I/05</th>
<th>II/05</th>
<th>III/05</th>
<th>IV/05</th>
<th>I/06</th>
<th>II/06</th>
<th>III/06</th>
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</thead>
<tbody>
<tr>
<td>JSPF - CZ</td>
<td>500 000</td>
<td>0</td>
<td>14 000</td>
<td>35 000</td>
<td>500 000</td>
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<tr>
<td>JSPF - Poland</td>
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<td>14 000</td>
<td>35 000</td>
<td>500 000</td>
<td>0</td>
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### Cumulative Quarterly Disbursement Schedule

<table>
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<tr>
<th>Project</th>
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<th>I/04</th>
<th>II/04</th>
<th>III/04</th>
<th>IV/04</th>
<th>I/05</th>
<th>II/05</th>
<th>III/05</th>
<th>IV/05</th>
<th>I/06</th>
<th>II/06</th>
<th>III/06</th>
<th>IV/06</th>
</tr>
</thead>
<tbody>
<tr>
<td>JSPF - CZ</td>
<td>500 000</td>
<td>0</td>
<td>8 400</td>
<td>21 000</td>
<td>0</td>
<td>393 000</td>
<td>395 625</td>
<td>0</td>
<td>402 900</td>
<td>407 550</td>
<td>419 475</td>
<td>428 775</td>
<td>450 000</td>
<td>500 000</td>
</tr>
<tr>
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