ADDENDUM TO FINANCING MEMORANDUM CZ9901-9905
1999 National Programme for the Czech Republic

Within the Framework of Phare assistance to the Czech Republic, the Addendum outlined below has been made under the 1999 budget of the National Programme for the Czech Republic.

Article 1 – Nature and Subject

The Financing Memorandum CZ9901-9905 is modified in accordance with the conditions described in the 'Implementation Arrangements' section of the Annex C of this Addendum.

Article 2

All the other Terms and Conditions of the original Financing Memorandum CZ9901-9905 remain unchanged.

Article 3 – Number of Copies

The Addendum to this Financing Memorandum is drawn up in duplicate in the English language.

Article 4 – Entry into Force

The Addendum to the Financing Memorandum CZ9901-9905 shall enter into force on the date of signature by both parties.

Prague, 31 Oct. 2000

Date, For THE COMMUNITY,

[Signature]

[Signature]

Annex 1 Framework Agreement (Annexes A & B)
Annex 2 Special Provisions (Annex C)
Annex 3 Visibility/Publicity (Annex D)
4. Objectives and Description

The 1999 Programme consists of the following Sub-Programmes and Projects:

4.A. Sub-Programme CZ9901: Strengthening the Democratic System, the Rule of Law, Human Rights and the Protection of Minorities

Project CZ9901.01: Improvement of Relations between the Roma and Czech Communities

The project will support:

1. Improvement of Relations between the Roma and Czech Communities this will involve Phare support to ensure compliance with the Copenhagen "political criteria" via the reinforcement of activities to support the integration of the Roma community into Czech society. Phare support will assist the Commissioner for Human Rights via the financing of multi-cultural educational activities in the State educational system (in pedagogical, philosophical and social sciences faculties; selected secondary schools, particularly vocational/professional schools; primary schools in selected regions); the training of Roma advisors and assistants employed in the State system; the financing of sociological research and of a media-based public awareness campaign.

Co-financing from the Czech Republic will be ensured for funding of the public awareness campaign.

The Project will be administered via the Central Financing and Contracting Unit (CFCU).

4.B. Sub-Programme CZ9902: Economic and Social Cohesion

Project CZ9902.01: Strengthening Competitiveness

The Project will support:

1. Restructuring of the steel industry - this will involve Phare support for the preparation of a detailed restructuring plan, based on the analysis of developments within the steel products market, of investment needs and financing possibilities, and of EC requirements in the sphere of state aids (including respect of the Europe Agreement) and environmental standards. The restructuring plan, to be approved by the Government, will result in the overall improved competitiveness of the steel industry, with suitable policy instruments in support of the necessary investments, in conversion or other measures to decrease redundant steel capacity and re-training and associated social programmes for released staff.;

2. Supplier linkage and upgrading programme - with the objective of improving the competitiveness of the Czech economy through higher quality standards, this Sub-Project will involve Phare support for the facilitation of contacts between foreign investors present in the Czech Republic and potential suppliers based in the country. Foreign investors would normally prefer to source their supplies locally for cost reasons, but often import from abroad in order to ensure sufficient quality. The Sub-Project will help foreign investors to explain their requirements to potential local suppliers, and help local suppliers to meet those standards. Companies which are able to rise to the challenge will have not
only a secure market in the Czech Republic, but normally also a product which will meet global standards for export.

3. **SME/ business support policy** - this will involve Phare support to improve the business environment for SMEs, via the development of a national discussion group similar to the Business Environment Simplification Taskforce, plus the establishment of minimum national standards concerning the range, quality and effectiveness of services offered by the existing SME support service network (23 Regional Advisory and Information Centres and 5 Business and Innovation Centres), thereby ensuring the development of a coherent national network, and co-financing of these services.

4. **Twinning for supplier linkage and upgrading programme** – within the framework of improving the competitiveness of the Czech economy through higher quality standards, as outlined under sub-project 2, Phare support under this sub-project will be implemented through twinning. Long-term (minimum 12 months) expertise will be provided so as to assist with the practical implementation of sub-project 2. This will be done in three parallel phases: development of database on Czech-based manufacturers, brokerage of contact between foreign investors and potential suppliers and up-grading of selected Czech suppliers.

Co-financing from the Czech Republic will be ensured for this project.

Sub-Projects 1, 3 and 4 will be administered via the **Central Financing and Contracting Unit (CFCU)**, Sub-Project 2 will be administered via the **IA CzechInvest**

**Project CZ9902.02: Promoting Employability / Employment Measures**

The Project will support:

1. **Preparation of a national employment and human resource development strategy and pre-structures for the European Social Fund** – this will involve Phare support, delivered in close co-operation with EU Member States (twinning)/DG-V, for the preparation of a comprehensive range of European Social Fund-type mechanisms aimed at promoting labour market flexibility and employability, including the development of administrative and financial systems/capacities on the Czech side, covering: active labour market policies; education, training and qualification systems; employment services; management of human resources etc.;

2. **Support for employment and human resource development projects at national, regional and local level** - this will involve Phare support to test the ESF-type mechanisms developed under the above Sub-Project, as the prelude to the incorporation of these new instruments into employment legislation. Particular emphasis will be paid to innovative projects supporting the inclusion of disadvantaged groups into the labour market and combating regional employment disparities.

Co-financing from the Czech Republic will be ensured.

Sub-Project 1 will be administered via the **CFCU**, Sub-Project 2 will be administered via the **IA National Training Fund**.
4.C. Sub-Programme CZ9903: Strengthening the Institutional and Administrative Capacity to Manage the Acquis

Project CZ9903.01: Strengthening Institutional and Regulatory Capacity in the Public Finance Sector

The Project will support:

1. **Internal financial control and Financial management of European Community assistance** - this will involve Phare support for the implementation of legislative and administrative reforms to ensure progressive compliance with EC principles and legal and reporting requirements in the area of internal financial control and the management of Community financial assistance. Support, in close co-operation with the EU Member States (twinning) and the EC, will involve policy advice, the review and strengthening of administrative and methodological procedures and the development of suitable instruments of control, plus extensive staff training. In addition to ensure compliance with EC requirements in the field of internal control, the sub-project will introduce an appropriate system for the management of flow of financial funds between the state budget of the Czech Republic and the EU budget (Community pre-accession assistance, future Structural Funds, Czech resources to EU budget).

2. **Tax administration** - this will involve Phare support, in close co-operation with the EU Member States (twinning) and the EC, for the systematic strengthening of the legal, institutional and administrative capacity of the tax administration system, enabling it to implement the acquis, in particular, but not exclusively, focused on VAT and excise duties. Phare support will involve strategic policy and institutional support and staff training, plus the development of the tax information system.

The Project will be administered via the CFCU.

Project CZ9903.02: Strengthening Institutional and Administrative Capacity in Phyto-Sanitary/ Occupational Health and Safety/ Statistics

The Project will support:

1. **Policy and administrative support, staff training of Phyto-sanitary Administration** - this will involve Phare support, building on the July 1998 DG-24 Expert’s mission report, to analyse existing administrative structures and procedures, human resources potential and testing capacities against EC requirements. Phare will support the detailed assessment of needs and the elaboration and implementation of a medium-term master-plan regarding legal, administrative and procedural reforms, staff training and equipment modernisation, for which Phare support will be provided in close co-operation with EU Member State administrations (twinning);

2. **Modernisation of specialised Phyto sanitary diagnostic laboratories** - this will involve Phare support for the technical modernisation of specialised diagnostic laboratories, ensuring that EC requirements for the determination of harmful organisms (viruses, bacteria, nematodes, fungi, etc.) are met. Further specification (as to the number of laboratories, number and types of equipment etc.) shall be based on the conclusions of the assessments of needs elaborated within the framework of the policy support part of the project.

3. **Strengthening enforcement of occupational health and safety standards** - this will involve Phare support for completion of the legislative framework and for the progressive improvement of the administrative capacity and functioning of the Occupational Safety
Office and regional Labour Inspectorates to comply with EC requirements, including standards of performance. This will be achieved in close co-operation with similar EU Member State organisations (twinning), and will include the review of draft legislation and the strategic plan elaboration on administrative reforms and staff training within the administrative regionalisation/devolution context.

4. **Statistical surveys** - this will involve Phare support for the preparation and testing/verification of suitable methodologies to allow the Czech Statistical Office to implement a series of new statistical surveys and to provide such statistical information to Eurostat. The priority areas to be covered under this Project have been highlighted during the ‘screening’ process and are not covered under the horizontal Phare statistics programme. The sub-project will cover *Harmonisation of Agricultural Statistics* [Farm register, Agrocensus 2000], *Business Register* for statistical purposes with conditions of register maintenance in the EU, and *Profiling of economic subjects*.

Co-financing from the Czech Republic will be ensured for this project.
The Project will be administered via the CFCU.

**Project CZ9903.03 : Legal Approximation**

The Project will support:

1. **Legal advice** - this will involve Phare support for the provision of detailed, specialised legal advice and opinions directly related to the transposition (supporting the preparation and approval of draft legal texts) of specific EC legal measures into the Czech legal environment, to be focused on the priority sectors in the AP, plus limited support to reinforce the management and co-ordination of legal approximation by the Ministry of Justice, including support to meet the reporting requirements of the EC (TAIEX, etc.).

The Project will be administered via the CFCU.

**Project CZ9903.04: Implementation Strategy for EC Water Directives**

The Project will support:

1. **Implementing strategies in the water sector** - this will involve Phare support to contribute to the harmonisation of Czech environmental legislation in the field of water protection through (a) review and amendment of the legislation and necessary implementing regulations; (b) review and collection of information on areas, organisations and people affected by the legislation; (c) review and establishment of effective monitoring systems on compliance with the legislation; (d) review and improvement of enforcement mechanisms to ensure compliance; (e) review and preparation of a realistic financing strategy for the investment made necessary by the legislation, complete with costings and timings. Mainly in the following activities as Nitrate Directive, Ground Water Protection, Dangerous Substances in Water and Drinking Water. This project will also involve a small component for the review and amendment of the environment policy currently under preparation in the Ministry, in order to ensure that the strategy effectively addresses all the issues necessary for accession.

The assistance is proposed in a form of twinning with appropriate institutions responsible for state administration in the water sector in the EU Member States.

Co-financing from the Czech Republic will be ensured for this project.
The Project will be administered via the CFCU.

4.D. Sub-Programme CZ9904: Justice and Home Affairs

Project CZ9904.01: Strengthening the Operation of Law Enforcement Institutions and the Judiciary

The Project is in conformity with the Accession Partnership priorities and will support:

1. **Fight Against Economic Crime** – this will involve Phare support for strengthening the investigation and prosecution of economic criminality in close co-operation with the EU Member States institutions (twinning) to provide special assistance, staff training and necessary equipment to ensure EU Member States standards.

2. **Preparation of Schengen Implementation** - this will involve Phare support, in close co-operation with the EU Member States (twinning), for specialist assistance and staff training relating to the strengthening of the operational capacity of police border protection services, ensuring the Czech Republic’s legal, institutional, administrative and technical compliance with Schengen standards, as well as the development of the Czech National Schengen Information System;

3. **Strengthening Institutions in their Fight against Organised Crime** - this will involve Phare support for: the development of the technical and personnel skills of criminal investigation forensic units, ensuring the progressive up-grade of skills to a standard applicable by EU Member States as required by the European Network of Forensic Institutes (ENFSI) and Interpol allowing for the international recognition and accreditation of Czech laboratory results; plus equipment modernisation in the fields of the processing of visual records of suspected criminals and the detection of radioactive materials; and staff training in the field of combating terrorism;

4. **Strengthening the Operation of Law Enforcement Institutions and the Judiciary** - this will involve Phare support to improve operational capacity of the judiciary, the administrative and judicial efficiency of the district courts, to be achieved through enhanced technical/equipment capacities and improved access to information systems regarding Czech legislation and the process of approximation with EC law.

Co-financing from the Czech Republic will be ensured for this project.

The Project will be administered via the CFCU.

4.E. Sub-Programme CZ9905: Management

Project CZ9905.01: Support to National Aid Co-ordination and the CFCU

The Project will support:

1. **T.A., business trips/study visits/training, equipment, logistical support, reserve** - this will involve Phare support to provide effective programming, monitoring and management of EU Aid programmes, Phare, ISPA and SAPARD (on a degressive basis) via support to the secretariat of the National Co-ordinator and the CFCU

*This Project is conditional on conclusion of a Memorandum of Understanding (including a detailed breakdown of costs) between the National Co-ordinator and the European Commission covering the degressive phasing out of Phare support for the operational costs of Phare management*
The Project will be administered via the CFCU.

*An environmental impact assessment will be carried out for all investment projects.*

### 5. Budget

The total financial commitment under the **1999 National Phare Programme** in support of the Sub-Programmes described in section 4 above amounts to **16 MECU**, as follows:

<table>
<thead>
<tr>
<th>No.</th>
<th>Sub-Programme/Project</th>
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<tbody>
<tr>
<td>CZ9901</td>
<td>Strengthening the Democratic System, the Rule of Law, Human Rights and the Protection of Minorities</td>
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<tr>
<td>CZ990101</td>
<td>Improvement of Relations between the Roma and Czech Communities</td>
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<tr>
<td>CZ9902</td>
<td>Economic and Social Cohesion</td>
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<tr>
<td>CZ990201</td>
<td>Strengthening Competitiveness</td>
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<tr>
<td>CZ990202</td>
<td>Promoting Employability / Employment Measures</td>
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<tr>
<td>CZ9903</td>
<td>Strengthening the Institutional and Administrative Capacity to Manage the Acquis</td>
</tr>
<tr>
<td>CZ990301</td>
<td>Strengthening Institutional and Regulatory Capacity in the Public Finance Sector</td>
</tr>
<tr>
<td>CZ990302</td>
<td>Strengthening Phyto-Sanitary/Occupational Health and Safety/Statistical survey</td>
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<tr>
<td>CZ990303</td>
<td>Legal Approximation</td>
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<tr>
<td>CZ990304</td>
<td>Implementation Strategy for EC Water Directives</td>
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<tr>
<td>CZ9904</td>
<td>Justice and Home Affairs</td>
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<tr>
<td>CZ990401</td>
<td>Fight Against Economic Crime</td>
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<tr>
<td>CZ9905</td>
<td>Management</td>
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<tr>
<td>CZ990501</td>
<td>Support to National Aid Co-ordination and the CFCU</td>
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<tr>
<th>Alloc (MEUR)</th>
<th>Indicative Split</th>
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<td>IB / Inv.</td>
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**TOTAL National Phare Programme 1999**

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<th>Alloc (MEUR)</th>
<th>Indicative Split</th>
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Under separate Financing Proposals, 5 MEUR will be proposed to the Management Committee in the course of 1999, covering Czech Republic participation in Community programmes and in Tempus. The total 1999 allocation under the National Phare Programme is therefore 21 MEUR.

While the National Programme provides strong support for Institution Building (11.65 MEUR - plus a proposed 5 MEUR for Community Programmes and Tempus) and a smaller allocation
for Investment (4.35 MEUR), this reflects the sizeable allocation from Phare resources to the Cross Border Co-operation Programme in the Czech Republic.

6. Implementation Arrangements

The Programme will be managed in accordance with the Phare Decentralised Implementation System (DIS) procedures. The National Aid Co-ordinator (NAC) will have overall responsibility for programming, monitoring and implementation of Phare Programmes.

The National Fund (NF) in the Ministry of Finance, headed by the National Authorising Officer (NAO) will supervise the financial management of the Programme, and will be responsible for financial reporting to the EC. Appropriate financial control shall be carried out by the competent National Financial Control Authority with respect to the implementation of the Programme.

The Commission will transfer funds to the NF in accordance with the Memorandum of Understanding signed between the Commission and the Government of the Czech Republic on October 12, 1998. Funds will be transferred following requests from the NAO.

A payment of up to 20% of the funds to be managed locally will be transferred to the NF following signature of the Financing Memorandum and the Financing Agreements (Fas) between the NF and the Implementing Agencies (IAs/Central Finance and Contracts Unit (CFCU)). The provisions foreseen in articles 2 and 13 of the MoU on the NF must also be met. The provisions in the articles titled “Implementing Agency and Programme Authorising Officer” and “Bank Accounts” of the FA must also be met. Furthermore, the NAO must submit to the Commission a narrative description of the flow of transactions between the NF and the IAs/CFCU.

Four replenishments will be made of up to 20% of the funds to be managed locally or the full balance of the budget whichever is the lesser amount. The first replenishment will be triggered when 10% of the budget has been disbursed by the Implementing Agencies (IA) and the Central Financing and Contracting Unit (CFCU). The second replenishment may be requested when 30% of the total budget in force has been disbursed. The trigger point for the third replenishment is 50%, and for the final fourth instalment when 70% is disbursed. Save for express prior authorisation from the Commission HQ, no replenishment request may be made if the aggregate of the funds deposited in the NF and the IAs exceeds 10% of the total budget in force of the commitment. Exceptionally the NAO may request an advance payment of more than 20% in accordance with the procedures laid down in the aforesaid Memorandum of Understanding.

Twinning arrangements including long-term secondments are proposed under the following Projects: CZ9902.01, CZ9902.02, CZ 9903.01, CZ 9903.02, CZ9903.04, CZ 9904.01.

IAs will be responsible for Sub-Programmes as follows:

- **CzechInvest** will administer Sub-project **CZ9902.01.02 Supplier Linkage and Upgrading Programme**.

- **National Training Fund** will administer Sub-Project **CZ9902.02 Support for Employment and Human Resource Development Projects at National, Regional and Local Level**.

The CFCU will administer all remaining Sub-Programmes and Sub-Projects not covered by the Implementing Agencies mentioned above.
The National Fund shall open up a separate bank account denominated in € in the Central Bank (or “a Government guaranteed bank account in a Bank agreed in advance with the Commission”). This bank account shall have sub-accounts from which IAs/CFCU are entitled to execute payments in accordance with the rules set out in the FA between the NF and the IAs/CFCU. In any cases where this system cannot be implemented, specific arrangements will be agreed between the Commission Services and the NF. All bank accounts shall be interest generating. Interest will be reported to the European Commission; if the Commission so decides, on the basis of a proposal from the NAO, interest may be reinvested in the Programme. The same procedures will apply to any funds transferred to an IA or the CFCU.

Each individual FA will be endorsed in advance by the European Commission. The CFCU and the IAs must each be headed by a Programme Authorising Officer (PAO) appointed by the NAO after consultation with the NAC. The PAO will be responsible for all the operations carried out by the relevant CFCU/IA.

The NAO and the PAOs will ensure that all contracts are prepared in accordance with the procedures set out in the DIS Manual. All funds must be contracted by 31 December 2000 at the latest, with disbursements concluded by 31 December 2001 at the latest.

Any funds not used by the expiry date of the Programme will be recovered by the European Commission.

For those contracts with funds retained for a warranty period extending beyond the end of the disbursement period of the programme, the overall total of funds related to those contracts, as calculated by the PAO and established by the Commission, will be paid to the IA before the official closure of the programme.

The IA assumes full responsibility of depositing the funds until final payment is due and for ensuring that said funds will only be used to make payments related to the retention clauses.

The IA further assumes full responsibility towards the contractors for fulfilling the obligations related to the retention clauses. Interests accrued on the funds deposited will be paid to the Commission after final payment to the contractors. Funds not paid out to the contractors after final payments have been settled shall be reimbursed to the Commission. An overview of the use of funds deposited on warranty accounts - and notably of the payments made out of them - and of interests accrued will annually be provided by the NAO to the Commission.
7. Monitoring and Assessment

A Joint Monitoring Committee (JMC) will be established. It will include the NAO, the NAC and the European Commission. The JMC will meet at least once a year to review all Phare funded Programmes in order to assess their progress towards meeting the objectives set out in Financing Memoranda and the Accession Partnership.

The JMC may recommend a change of priorities and/or the re-allocation of Phare funds. The JMC will be assisted by Monitoring Sub-Committees (MSC) and will include the NAC, the PAO of each IA (and of the CFCU where applicable) and the European Commission.

The MSC will review in detail the progress of each Sub-Programme, including its components and contracts, on the basis of regular Monitoring and Assessment reports produced with the assistance of external consultants (in accordance with the provisions of the DIS Manual), and will put forward recommendations on aspects of management and design, ensuring these are implemented.

The MSC will report to the JMC, to which it will submit overall detailed reports on all Phare financed programmes.

8. Audit, Monitoring and Evaluation

The accounts and operations of the NF, and, where applicable, the CFCU and all relevant IAs may be checked at the European Commission’s discretion by an outside auditor contracted by the Commission without prejudice to the responsibilities of the Commission and the European Court of Auditors as referred to in the General Conditions relating to the Financing Memorandum attached to the Framework Agreement. The Commission shall ensure that an ex-post evaluation is carried out after completion of the Programme.

9. Visibility/Publicity

The appropriate PAO will be responsible for ensuring that the necessary measures are taken to ensure appropriate publicity for all activities financed from the Programme. This will be done in close liaison with the EC Delegation. Further details are at Annex 3.

10. Special Conditions

In the event that agreed commitments are not met for reasons which are within the control of the Government of the Czech Republic, the European Commission may review the Programme with a view, at the Commission’s discretion, to cancelling all or a part of it and/or to reallocate unused funds for other purposes consistent with the objectives of the Phare Programme.
ANNEX D ON
INFORMATION AND PUBLICITY FOR THE PHARE PROGRAMME OF THE
EUROPEAN COMMUNITIES

1. **Objective and scope**

Information and publicity measures concerning assistance from the European Community Phare Programme are intended to increase public awareness and transparency of EU action and to create a consistent image of the measures concerned in all applicant countries. Information and publicity shall concern measures receiving a contribution from the Phare Programme.

2. **General principles**

The appropriate Programme Authorising Officer in charge of the implementation of Financing Memoranda, and other forms of assistance shall be responsible for publicity on the spot. Publicity shall be carried out in co-operation with the EC Delegations, which shall be informed of measures taken for this purpose.

The competent national and regional authorities shall take all the appropriate administrative steps to ensure the effective application of these arrangements and to collaborate with the EC Delegations on the spot.

The information and publicity measures described below are based on the provisions of the regulations and decisions applicable to the Structural Funds. They are:


Information and publicity measures must comply with the provisions of the above mentioned regulation and decision. A manual on compliance is available to national, regional and local authorities from the EC Delegation in the country concerned.

3. **Information and publicity concerning Phare programmes**

Information and publicity shall be the subject of a coherent set of measures defined by the competent national, regional and local authorities in collaboration with the EC Delegations for the duration of the Financing Memorandum and shall concern both programmes and other forms of assistance.

The costs of information and publicity relating to individual projects shall be met from the budget for those projects.

When Phare programmes are implemented, the measures set out at (a) and (b) below shall apply:

(a) The competent authorities of the applicant countries shall publish the content of programmes and other forms of assistance in the most appropriate form. They shall ensure that such documents are appropriately disseminated and shall hold them...
available for interested parties. They shall ensure the consistent presentation throughout the territory of the applicant country of information and publicity material produced.

(b) Information and publicity measures on the spot shall include the following:

(i) In the case of infrastructure investments with a cost exceeding EUR 1 million:

- billboards erected on the sites, to be installed in accordance with the provisions of the regulation and decision mentioned in paragraph 2 above, and the technical specifications of the manual to be provided by the EC Delegation in the country concerned.

- permanent commemorative plaques for infrastructures accessible to the general public, to be installed in accordance with the provisions of the regulation and decision mentioned in paragraph 2 above, and the technical specifications of the manual to be provided by the EC Delegation in the country concerned.

(ii) In the case of productive investments, measures to develop local potential and all other measures receiving financial assistance from Phare:

- measures to make potential beneficiaries and the general public aware of Phare assistance, in accordance with the provisions cited at paragraph 3(b)(i) above.

- measures targeting applicants for public aids part-financed by Phare through an indication on the forms to be filled out by such applications, that part of the aid comes from the EU, and specifically, the Phare Programmes in accordance with the provisions outlined above.
4. Visibility of EU assistance in business circles and among potential beneficiaries and the general public

4.1 Business circles

Business circles must be involved as closely as possible with the assistance which concerns them most directly.

The authorities responsible for implementing assistance shall ensure the existence of appropriate channels for disseminating information to potential beneficiaries, particularly SMEs. These should include an indication of the administrative procedures to be followed.

4.2 Other potential beneficiaries

The authorities responsible for implementing assistance shall ensure the existence of appropriate channels for disseminating information to all persons who benefit or could benefit from measures concerning training, employment or the development of human resources. To this end, they shall secure the co-operation of vocational training bodies involved in employment, business and groups of business, training centres and non-governmental organisations.

Forms

Forms issued by national, regional or local authorities concerning the announcement of, application for and grant of assistance intended for final beneficiaries or any other person eligible for such assistance shall indicate that the EU, and specifically the Phare Programme, is providing financial support. The notification of aid sent to beneficiaries shall mention the amount or percentage of the assistance financed by the Phare Programme. If such documents bear the national or regional emblem, they shall also bear the EU logo of the same size.

4.3 The general public

The media

The competent authorities shall inform the media in the most appropriate manner about actions co-financed by the EU, and Phare in particular. Such participation shall be fairly reflected in this information.

To this end, the launch of operations (once they have been adopted by the Commission) and important phases in their implementation shall be the subject of information measures, particularly in respect of regional media (press, radio and television). Appropriate collaboration must be ensured with the EC Delegation in the applicant country.

The principles laid down in the two preceding paragraphs shall apply to advertisements such as press releases or publicity communiqués.

Information events
The organisers of information events such as conferences, seminars, fairs and exhibitions in connection with the implementation of operations part-financed by the Phare Programme shall undertake to make explicit the participation of the EU. The opportunity could be taken of displaying the European flags in meeting rooms and the EU logo upon documents depending on the circumstances. The EC Delegation in the applicant country shall assist, as necessary, in the preparation and implementation of such events.

Information material

Publications (such as brochures and pamphlets) about programmes or similar measures financed or co-financed by Phare should, on the title page, contain a clear indication of the EU participation as well as the EU logo where the national or regional emblem is used.

Where such publications include a preface, it should be signed by both the person responsible in the applicant country and, for the Commission, the Delegate of the Commission to ensure that EU participation is made clear.

Such publications shall refer to the national and regional bodies responsible for informing interested parties.

The above-mentioned principles shall also apply to audio-visual material.

5. Special arrangements concerning billboards, commemorative plaques and posters

In order to ensure the visibility of measures part-financed by the Phare Programme, applicant countries shall ensure that the following information and publicity measures are complied with:

Billboards

Billboards providing information on EU participation in the financing of the investment should be erected on the sites of all projects in which EU participation amounts to EUR 1 million or more. Even where the competent national or regional authorities do not erect a billboard announcing their own involvement in financing the EU assistance must nevertheless be announced on a special billboard. Billboards must be of a size which is appreciable to the scale of operation (taking into account the amount of co-financing from the EU) and should be prepared according to the instructions contained in the technical manual obtainable from EC Delegations, referred to above.

Billboards shall be removed not earlier than six months after completion of the work and replaced, wherever possible, by a commemorative plaque in accordance with the specifications outlined in the technical manual referred to above.

Commemorative plaques

Permanent commemorative plaques should be placed at sites accessible to the general public (congress centres, airports, stations, etc.). In addition to the EU logo, such
plaques must mention the EU part-financing together with a mention of the Phare Programme.

Where a national, regional or local authority or another final beneficiary decides to erect a billboard, place a commemorative plaque, display a poster or take any other step to provide information about projects with a cost of less than EUR 1 million, the EU participation must also be indicated.

6. Final provisions

The national, regional or local authorities concerned may, in any event, carry out additional measures if they deem this appropriate. They shall consult the EC Delegation and inform it of the initiatives they take so that the Delegation may participate appropriately in their realisation.

In order to facilitate the implementation of these provisions, the Commission, through its Delegations on the spot, shall provide technical assistance in the form of guidance on design requirements, where necessary. A manual will be prepared in the relevant national language, which will contain detailed design guidelines in electronic form and this will be available upon request.