Standard Summary Project Fiche

Project Number CZ 9903.02

FV31/5/99

Title


Sub-Programme

Strengthening the Institutional and Administrative Capacity to Manage the Acquis

Geographical Location

State Phyto-sanitary Administration (SPA) / Ministry of Labour and Social Affairs (MoLSA)/ Czech Statistical Office (CSO)

Objectives

The main project objectives are:

• to deliver detailed assessment of needs to be met and analysis of actions to be made in order to achieve full compliance of the Czech Phyto-sanitary sector with EC requirements; and to reach the full conformity with the EC acquis in the field of plant health diagnostics via improvement and modernisation of SPA’s laboratory equipment/instruments and via technical assistance in introduction of EC harmonised diagnostic methods

• to bring the Occupational Safety and Health (OSH) regulations and standards in line with the acquis; and to develop the guiding principles and tools for the better administration and enforcement of OSH

• to help the Czech Statistical Office implement statistical surveys which will allow to provide the Statistical Office of the EC (Eurostat) with all requested statistical information, in compliance with required classification, methodology, degree of reliability and within deadlines requested.

Institutional Framework

State Phyto-sanitary Administration (SPA) is directly subordinated to the Ministry of Agriculture and functions as the national single and central authority of the Czech Republic in the phyto-sanitary field according to the Art.1(6) of the Council Directive 77/93/EEC and the International Plant Protection Convention (FAO, 1951).

SPA consists of its Headquarters composed (apart of administrative and legal units) of 4 principal technical divisions - Division of Quarantine and Phyto-sanitary Supervision (seated in Praha), Division of Diagnostics and Plant Protection Systems (Olomouc), Division of Plant Protection Products and Means for Application (Brno) and Division of Monitoring and Regulation of Harmful Organisms and Disorders (Praha); of 7 Regional Divisions, 72 District Departments and 24 Quarantine Inspections (located at border points of entry). There are 8 Diagnostic Laboratories within SPA, specialised in the determination of different groups of harmful organisms - viruses, bacteria, nematodes, fungi, insects etc.
MoLSA is responsible for policies in the area of occupational safety, including the preparation of "top-layer" legislation. The Czech Occupational Safety Office (COSO) with its current network of eight regional Labour Inspectorates (LIs) is its executive arm. There is a proposal to establish LIs in each of the future 14 regions, to be operational as of January 2000. The LIs are responsible for inspection of the working conditions that influence the safety at workplaces. Health at work is inspected mainly by the state hygiene services under the subordination of the Ministry of Health. Labour inspection in mining industry is executed by the Czech Mining Office.

The Czech Statistical Office (CSO) is a single legal body and its headquarters are located in Prague. The office has a network of workplaces (regional subsidiaries) all over the country. Headquarters in Prague concentrate workplaces responsible for statistical subject area and informatics. Six offices located in regional capitals (subsidiaries) are responsible for data collection and primary processing of collected data. 60 offices located in districts (district subsidiaries) are responsible for data collection for field surveys.

Description

This 2,1 MEUR Project consists of 4 Sub-Projects: (1) Policy and Administrative Support, Staff Training of the State Phyto-sanitary Administration; (2) Modernisation of Specialised Diagnostic Laboratories of the State Phyto-sanitary Administration, (3) Strengthening of Occupational Health and Safety Standards Enforcement, (4) Harmonisation of Statistical Surveys.

1. Policy and Administrative Support, Staff Training of the State Phyto-sanitary Administration

This 0.5 MEUR Sub-Project is composed of two stages. The first stage will focus on the examination and evaluation of current state of national phyto-sanitary regulations and operations. To this effect, due consideration will be taken of the conclusions of the EC report DG XXIV / FVO.3 to SPA 22 – 26 June 1998.

The main attention is foreseen to be paid to:

- overall assessment of needs to meet EC requirements in the plant health sector,
- examination and evaluation of the present national rules (law and decrees) describing phyto-sanitary requirements and provisions in relation to their compliance with EC acquis,
- analysis of the organisational structure and competencies of the SPA, in particular in the sub-sectors of plant quarantine/diagnostics and authorisation of plant protection products, with regard to its ability of functioning as the national single authority or the competent authority according to Art.1(6) of Council Directive 77/93/EEC or Council Directive 91/414/EEC respectively,
- analysis of human resources and technical means required to reach the objectives of the EC acquis and relevant Czech legislation,
- analysis of official procedures and guidelines for surveys, monitoring and determination of organisms harmful to plants and plant products,
- analysis of the system of plant health inspections (including border import inspections on imports from potentially third countries) to prevent the introduction and spread of harmful organisms.

The second stage of the Sub-Project will provide:
• expert assistance and intensive staff training in the fields of the phyto-sanitary diagnostics (including in areas covered under the Sub-Project (2) "modernisation of specialised diagnostic laboratories", see below), inspection and surveillance

• recommendations listing actions to be taken in order to reach, both in legal and operational terms, full compliance of the Czech phyto-sanitary sector with the relevant part of EU acquis, in particular as regards:

  - further reinforcement of institutional and administrative capacity and/or consolidation of the responsible SPA departments,
  - further cost-effective investments in SPA equipment to meet EC standards,
  - establishment of a reliable system for registration of producers and exporters of relevant plants and plant products and for phyto-sanitary supervision and inspection of this plant material.

With regard to the complexity of this field and to the wide range of specialisation envisaged to be supported, this Sub-Project’s goals can best be achieved via an institutional twinning partnership with EU Member State(s)’ phyto-sanitary institutions, for which one long-term twinner (12 months), plus a wide number of short-term specialists will be provided, in combination with staff training and study visits to the twinning institute(s).

The long-term twinner will be a senior official in an EU Member State phyto-sanitary institution, experienced in management and institutional development. S/he will also have professional experience in at least one of the following areas, the rest of which shall be covered by the short-term specialists: different areas of phyto-sanitary diagnostics, field inspections, border inspections, methodology, legal affairs, logistics, authorisations of plant protection preparations, chemistry, human resources etc. (the ‘screening’ process will allow for further specification of areas where specialist expertise will be sought under an institutional twinning partnership).

2. Modernisation of Specialised Diagnostic Laboratories of the State Phytosanitary Administration

This 0.5 MEUR Sub-Project will provide for the modernisation of key SPA specialised diagnostic laboratories with the aim of fully meeting required EC standards.

While the number of laboratories and the technical specifications for equipment supply will be specified/elaborated following an assessment of needs under Sub-Project 1 above, it is envisaged that the supply of laboratory equipment and instruments (open tender following standard Phare procedures) will inter alia include:

**Equipment for harmful organisms identification methods:**

enzyme-linked immunosorbent assay -ELISA, polymerase chain reaction-PCR, immunofluorescence antibody staining - IFAS , fungi identification kites ; high pressure liquid chromatography - HPLC;

**Standard biological laboratory equipment:**

thermostats, optical microscopes, binoculars , sterilises , climaboxes , documentation equipment, sterile flow boxes.

This 0.6 MEUR sub-project, to be delivered via close co-operation with EU Member States and the EC, will provide expertise to support MoLSA with the enforcement of occupational health and safety standards in the Czech Republic, strengthening the capacity of the Czech Republic to strategically prepare for and to ensure effective enforcement of the acquis in this area.

The Government will continue to create better conditions for effective administration of the OSH by introducing a fully harmonised legislative framework. Government policy in the field of OSH will focus on more pro-active and preventive approach and measures. Therefore, the social and economic benefits of the OSH policy need to be addressed to employers and employees. In addition, it is important to assess and introduce suitable incentives for social partners, including dissemination of best practices and a national awareness campaign to ensure suitable conditions for managing the OSH issues indirectly.

At present COSO is undertaking an analytical review regarding the administration of OSH in the Czech Republic within the context of EU accession, particularly focused on following issues:
⇒ organisational and competency arrangements;
⇒ tools/delivery mechanisms and measures (legislative, economic...);
⇒ role of professional and interest organisations.

The study will take into account the following: (i) necessity of progressive phasing in a new model for administration of the OSH, (ii) importance of applying an integrated approach in OSH field, (iii) complexity of risks resulting from activities at work and (iv) OSH trends contained in the current Community programme on health and safety at work 1996-2000.

The expected outputs of the study (due by end 1998) are a comparative analysis of models used for administration of the OSH in EU countries and a draft model for administration of the OSH in the CR including:

- definition of a basic framework for administration of the OSH (legal, institutional, competencies, co-ordination between central bodies in both policy and implementation matters...);
- proposal for a role to be played by all partners concerned (state administration, employers, employees and their representatives (unions), professional associations...), proposal for suitable tools and measures for administration of the OSH (legislation, accident insurance, labour inspection...) and implementation schedule proposal.

A comparative analysis of the Acquis with the existing Czech legislation in the OSH field has been recently made by MoLSA. In order to proceed with the harmonisation process it is necessary to verify the interpretation of findings translated into draft amendments to the Czech OSH legislation. The draft new legislation will then be discussed with all partners concerned before its submission to the Government.

This 0.6 MEUR sub-project will lead on from these analytical studies and will aim at (i) finalising the legislative framework for OSH and (ii) preparing a suitable model to ensure the effective administration and enforcement of OSH.

Phare support for this sub-project will be delivered primarily through twinning. The twinning experts will be responsible for following tasks:
• review/finalise the analysis of models used for administration of the OSH in EU countries and assessment of draft model on the OSH administration,
• prepare a suitable implementation strategy for this model including its promotion to social partners and the public. A part of this strategy should be a project proposal to test the new integrated approach in providing labour inspection in selected region.

Results of the 1997 Phare projects on Transformation of the labour inspection and Information campaign on OSH issues for SMEs and the public will contribute to fulfil these two tasks:

• assist COSO through technical consultations and expert opinions with the newly drafted legislation implementing EC directives in the OSH field and through technical assistance during consultations.
• prepare and deliver an internship programme for Czech specialists at EU partner institutions (15-20 labour inspectors for two weeks in average).
• contribute to continuation of the public awareness campaign started under 1997 programme (depending on the budget available)

Twinning will include one long term secondment up to 18 months, accompanied by a limited number of short term specialists. Experts will be located at COSO and working closely with other institutions responsible for enforcement of OSH. The long term twinner will be the twinning team leader. He/she should possess practical experience in OSH policy and administration. Preferably, he/she should work for the ministry or institution responsible for implementation of the OSH policy in an EU Member State (enforcement structures).

The team leader under long term secondment will ensure:
• EU twinning partners and the recipients in the CR have a common understanding of the scope of assignment;
• secure all arrangements related to the implementation of internships programme
• keep a regular contact with all parties involved in the twinning programme, solve possible problems discuss and propose changes or modifications in the content of the project;
• report to the Advisory Task Force, prepare and circulate to all parties quarterly progress reports.

The short term specialist input will focus on the following questions:
specific OSH legislation (according to the screening results: amendments to the Labour Code, Act on Inspection, accident insurance),labour inspection, equipment standards of Labour Inspectorates, accident insurance.

Expected Outputs
Brief, concise expert opinion reports on amendments to the OSH legislation / Internships reports / Draft new or amended OSH legislation ready for submission to the Government/Parliament /Review report on a proposed model for administration of the OSH / Final model for administration of the OSH in the CR / Implementation strategy for the proposed administration model of the OSH.

4.Harmonisation of Statistical Surveys
On the basis of the results of the screening of statistics, this 0.5 MEUR sub-project will assist 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 subject to support through the Multi-Beneficiary Phare Programme in the field of statistics. These are:

**Harmonisation of Statistics in Agriculture:**

- **Farm register** – the objective to create and maintain structured files of agricultural estates /farm register/ which will cover all necessary characteristics /criteria/ for agriculture evaluation and the preparation /creation/ of structural tables with surveys of agricultural farms according to the EU requirements presented in the legislation norms and their amendments (e.g. Commission regulation N. 98/377 of May 18, 1998, N. 97/341, N. 97/418 linked with 2467/96 and so on)

- **Agrocensus 2000** – realisation of Agrocensus 2000 within the world-wide agriculture census will enable to cover completely agriculture, structure of agricultural enterprises and their economic result. Collection, processing and presentation of operation results in all agricultural farms included in the Agrocensus 2000 and provision of these results in the Czech Republic agriculture for international use, comparisons and evaluation.

The concept of farm or agricultural holding and the thresholds used should be defined. Definitions of the characteristic used will be given to facilitate the process of comparison and evaluation of the results. Thresholds, list of characteristics and definitions will be agreed with the relevant authorities within the Ministry of Agriculture.

**Harmonisation of Business Register**

The CSO since 1997 put into real operation a new register of economic subjects. The first stage of its development has been completed, which was based with its content on the identification of enterprise and the legal unit. The legislative security of data protection is the pre-condition for doing a definition of attributes surveyed in the enterprise (and the EU directive for the field of registers should be respected).

- From the technological view the basic change has been made in creation of single central register administered by reduced 8 administration places with the use of on line regime with access to the register by fixed lines. Together with accommodation of legislation rules the following problems have to be solved in the future in the contents part:
  - Description of the enterprise as a combination of several legal units
  - Description of more complicated structures of the holding type
  - Description of internal structure – local units, kind of activity units

**Profiling of economic subject** – practical application of international standards when creating and using statistical units in accordance with requirements of statistical information users in the Czech Republic and with EU legislation requirements (see EC Regulation N. 696/93, 58/97)

- Pilot verification of national methodology of profiling, prepared in accordance with the regulations of the European Council and its improvement, including utilisation of foreign experience

- Build-up of on-the-place network of own and external specialists trained especially for this activity, who will cover on the base of their study in the field of legislation, organisation and information structures creation of standard statistical units in the decisive economic subjects

- Introduction of the system of continuous communication with the decisive economic subjects with focus on the increase in the quality in the content and form of statistical surveys
Creation of the missing part of the business register for registers of profiled statistical units and work with them in the course of statistical surveys is included within the sub-project of economic register, including required expenditures.

The above mentioned statistical surveys will cover gaps which still remain between the EU requirements for statistics in Member States and the present Czech statistics. These gaps were identified during the screening of the Czech statistics in 1998.

### Budget

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*IB = Institution Building, I = Investment, IFI = International Financial Institution*

Co-financing by SPA is assured from the 1999 State Budget. The following areas are foreseen to become the top priorities:

- Ensurance of sustainable operation of laboratories modernised under Sub-Project (2),
- Further investments in the phyto-sanitary sector according to the conclusions and/or recommendations of EC Commission’s report on the mission carried out in June 1998 to the SPA (e.g. vehicles for laboratories and District SPAs),
- Further investments aimed at reinforcement of the SPA institutional/regulatory capacity in areas governed by SPA but not reflected by above mission/report (e.g. investments in the second principal field of SPA’s activities, aside from plant quarantine/diagnostic field, which is the authorisation of plant protection products; financial difficulties related to this field have not been addressed yet by any Phare project).

### Implementation Arrangements

Responsibility for the administration related to the procedural aspects of procurement, contracting and accountancy will rest upon the CFCU.

Responsibility for the administration related to the preparation, technical control and implementation will rest: Sub-Projects (1) (2) with the State Phyto-sanitary Administration (SPA) under the supervision of the Ministry of Agriculture; Sub-Project (3) with the Ministry of Labour and Social Affairs (MoLSA);
Sub-Project (4) with the Czech Statistical Office (CSO) in collaboration with the Ministry of Agriculture.

Implementation Schedule
Start of tendering: 3Q/99
Start of project activity: 4Q/99
Completion: 2Q/01

Equal Opportunity
Equal opportunity principles and practices in ensuring equitable gender participation in the Project will be guaranteed.

Environment
The investment components of this Project all relate to Institution Building activities.

Rates of Return
The investment components of this Project all relate to Institution Building activities.

Investment Criteria
The investment components of this Project all relate to Institution Building activities.

Conditionality and Sequencing
The project is in line with the *Accession Partnership* and the *National Programme* and Phare financing will be conditional on the provision of the co-financing specified above.

Annexes to Project Fiche

1. Logframe Matrix
2. Detailed Cost Breakdown for Sub-Projects
3. Detailed Implementation Chart
4. Contracting and Disbursement Schedule for the Project
5. Relation of Project with Previous Phare Activities and On-Going Projects Financed from Other Sources
### Project Title:
Strengthening Phytosanitary/Occupational Health and Safety/Statistics Administration

### Wider Objectives

- assistance in bringing the Phytosanitary/ Safety and Health (OHS) regulations and standards in line with the acquis
- assistance in developing the guiding principles and tools for improved OSH administrative structures
- assistance in harmonisation of statistics in specific fields (Agricultural statistics, Business Register, National Accounts, Czech LFS) with Eurostat requirements and in improvement of the quality of statistical surveys and statistical information in CR

### Indicators of Achievement

- New regulations/legislation amendments approved by the Government/Parliament,
- Effective enforcement of phytosanitary/OHS standards,
- Implementation of improved administrative structures in the field of OHS,
- Implementation of new statistical surveys and statistical information for Eurostat in improved quality

### Measurement of Indicators

- Responsible departments within the relevant Ministries and within the Czech Statistical Office (CSO)

### Assumptions and Risks

- Consistent policy and legal flexibility towards harmonisation
- Shortage of financial co-financing resources and/or in running costs

### Immediate Objectives

- Delivering the overall analysis of the current state on phytosanitary/OHS standards and administration structures in CR (assessment of current state and proposals for legislative and administrative measures to be taken),
- Developing the guiding principles and tools for improving OHS administration/strengthening phytosanitary capacity
- Development, testing and verification of methodologies in specific fields of statistics
- The practical application of EU/international standards in specific fields of statistics

### Indicators of Achievement

- Comparative analysis of the acquis with Czech legislation in the OSH field and their translation into draft amendments to the OHS legislation,
- An analytical review reports/studies on present state of phytosanitary/OHS standards and proposals of new administration models
- Appropriate capacity for rapid, reliable and competent action in phytosanitary diagnostics and better experienced phytosanitary diagnosticians
- Training/workshops
- Delivery of statistical surveys of improved quality
- Better quality of statistical information for Eurostat

### Measurement of Indicators

- Project managers, contact persons and experts from relevant technical departments and institutions

### Assumptions and Risks

- Good co-operation of the external contractor with technical departments
- General acceptance of the proposals
- Sufficient capacity of the technical dpts to review, comment and absorb the project outputs
### Outputs

- comparative analysis of models used in EU countries and policy recommendations
- draft amendments to the Czech legislation
- expert opinion reports on draft amendments
- statistical surveys compatible with Eurostat requirements and statistical data of high quality
- detailed phytosanitary action plan
- project reports, surveys, manuals, TOR

### Indicators of Achievement

- detailed phytosanitary action plan
- project reports, surveys, manuals/ guidelines, TOR

### Measurement of Indicators

- contractors and their experts
- contracting authority
- project managers

### Assumptions and Risks

- capability of the contractor to develop required outputs

### Inputs

- internships for labour inspectors
- institutional twinnings
- staff training, equipment

### Indicators of Achievement

- Internships reports

### Measurement of Indicators

- contractors and their experts
- departments at ministries/CSO

### Assumptions and Risks

- capability of twinnings/trainees
## Annex 2

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Annex 3
### Annex 4

**Cumulative Quarterly Contracting Schedule (MEUR)**

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Project Fiche CZ 99-C-02
Annex 5

**Sub-project 1:**  
*Policy and Administrative Support, Staff Training of the SPA*

In 1998, SPA has started the project the aim of which is to establish internal phyto-sanitary information system (IS). Approximately one half of SPA district and regional offices was equipped with hardware and software (IT) in the first stage, the total cost of which had been estimated at 110,000 EUR. This stage was covered from SPA 1998 budget.

As the second stage of IS establishment, the sub-project CZ 9703-01-02, vertical project 9703-01-02-01, Activity 04 - “Incorporation of the Czech Phyto-sanitary service into the EUROPHYT system” has been approved within the framework of COP PHARE 1997. Equipment of SPA with IT should be completed during this project and the information link among SPA, EU Commission and relevant phyto-sanitary services in member states, as the component of EUROPHYT, should be established. The total cost has been estimated at 190,000 EUR.

**Sub-project 3**:  
*Strengthening of Occupational Health and Safety Standards Enforcement*

The project is connected with:

⇒ the finished Phare project implemented in 1995-1996, which resulted in 15 various publications intended for entrepreneurs and concerning occupational safety in different industrial branches, providing measurement instruments for inspection services to enable them to evaluate risks at the workplace, providing documentation video and photo equipment for the monitoring of the workplace and providing additional modern hardware of outstanding quality to HW available.

⇒ the finished Phare project ZZ-9505-01-19 of the CONSENSUS programme, which resulted - along with recommendations concerning integration of the inspection system and draft measures leading to modernisation of occupation safety and health inspection services, - above all in the equipment of the educational centre for occupational safety inspectors with modern teaching aids, development of the first part of the handbook for labour inspectors and presentation of the COSO system in the abbreviated English version of the COSO annual reports in 1995 and 1996.

⇒ the on-going projects CZ 9507-01-05 and 01-06, the aim of which is to change the present situation of occupational safety and health in small and medium-sized enterprises and prepare a proposal of the basic framework of continuous promotion and education performed in parallel to harmonisation of legislation in the field of occupational safety. A particular result will be three additional brochures on occupational safety, a year-book of the COSO dedicated to the 30th anniversary of the COSO foundation, and - depending on financial means available - also continuation of the TV series on risks at the workplace.

⇒ on-going projects under CZ 9703 programme, the aim of which is to finish modernisation in labour inspection and develop the project of a long-term complex programme of education and promotion in the field of occupational safety and health.

**Sub-project 4**:  
*Harmonisation of Statistical Surveys*
All sub-projects of this project utilise knowledge gained in the past, and also at present enable the technical assistance to the CSO staff, especially from the Phare Programme. It concerns either the Multi-beneficiary Programme (MBP) operational - with small breaks - since 1992, or the National Programme, which was originally concentrated on informatics equipment, but after signing of the Europe Agreement it was aimed at getting knowledge in fields not included in the MBP, or in the international organisations outside the EU (OECD, EEC, etc.), which are also dealing with the unification of statistics. The programmes enabled universal consultations of the Czech statistics’ staff with the experts of the EU member countries, participation in international seminars and work groups and EU pilot project and international training.

Mutual linkage of the project with these programmes, first of all with the MBP, will continue also in the course of their operation. The MBP is available to get knowledge in the priority fields; other fields will be financed from the CSO budget and in the nearest future there is also a possibility to finance a limited numbers of such actions from the National Programme.

Beside the Phare programmes, in the past the CSO obtained some assistance from the British Know-How Fund and from national funds of Canada and France.