STANDARD SUMMARY PROJECT FICHE

1. Basic Information
   1.1 Désirée Number: CZ01-09-03
   1.2 Twining number: CZ01/IB/OT/06
   1.3 Title: Co-ordination of the activity of the territorial self-government on the regional and local level
   1.4 Sector: Administrative Capacity
   1.5 Location: Czech Republic, Ministry of Interior

2. Objectives
   2.1 Overall Objective(s)
   • Stability of institutions guaranteeing democracy, the rule of law, human rights and respect for and protection of minorities

   2.2 Project purpose
   • To establish effective co-ordination and communication among local and regional territorial self-government in regards of the mechanism of control and enforcement of application of the acquis communautaire, including the participation and communication with citizens

   2.3 Accession Partnership and NPAA priority
   • Accession Partnership (December 1999) highlights the following priorities:
     - the process of developing the structures which are needed for regional and structural policy
     - the process of establishing the administrative framework for the integrated regional policy and modernisation of the state administration

   • The National Programme (July 2000) sets out in the chapter 4 (Public Administration for the Implementation Acquis) the following objective:
     - bringing to the end the building of the institutional capacity of public administration including the regional and local level

3. Description
   3.1 Background and justification
   This project is closely linked to the administrative implementation of the National Development Plan. This implementation expects clear and well-arranged legal and organisational relations including developing co-ordination mechanism, where direct hierarchical connections do not exist. Deciding specialised mechanisms must be at the same time connected with the deciding mechanism in the financial area. This project should help to solve these problems.
   The project follows from the present state of public administration reform in the Czech Republic. The basic legal adjustment of the activity of the territorial organs of public administration is given, including regional level. This basic adjustment has to be completed in the area of lower territorial levels of public administration. There is also a need to develop the necessary co-ordination and consultative connections between different subjects and also following the experiences with application in the last time passed laws and on the good practice of the states of the European Union. That is why it is outing from solving the project on the level of the selected regions.
3.2 Linked activities

The project Phare 9703-01-01-03, the sub-project: "The public administration reform in the special areas - short-term and mid-term implementation" was finished. It concerned the basic comparison analysis of institutional affairs, which were connected with the central state administration organisation. The analysis were based on the EU experiences leading to the conception base for the discussion about the alternative accession for the structures of the state administration and for the benefit for the proposed programme.

The project Phare 9703-01-01-03, the sub-project: “Public Administration Information and Communication Services and Systems” was already finished. The aim of the project was to improve communication between diverse Public Administration Bodies and citizens.

There is the co-operation between the Ministry of Interior and the groups established for the realisation of the regional developing plans of regions - the results of the project should have the direct effect on the better functioning of the regional and local government.

The Ministry of Interior should co-operate with the Ministry for Regional Development (MoRD) in case of accepting its project, which is focused on the functioning of the institutional mechanism of the economical and social coherence.

3.3 Results

- Analysis of the standing legislation and recommendations on the shape of regional and local structures worked out
- Proposal for amendments of the laws about municipalities (No. 128/2000 Coll.), regions (No. 129/2000 Coll.) and support of regional development prepared
- Rules on good practice on the regional level (Code of Conduct) established
- Analysis of the current capacity of the region and local government authority worked out and from that resulted report and recommendation on the organization structure of the regional bodies
- Analysis and recommendation on the implementation of the state administration transferred to the regional level and the mechanisms of control and enforcement of application of acquis communautaire prepared
- Communication strategy on organization and Model of Human Resource System Training created and followed by recommendations for the future trainers activities in the area of capacity building
- Recommendations of the use of IT system worked out (recommendations on the implementation of Public Information Strategy, effective communication between the regional bodies and municipalities and citizens by Internet, staff trained on IT, citizens are informed about the activities of the organs of the public administration, standards of the information systems of the public administration are fulfilled)

1.4 Activities

a) **Twinning package** – 1 000 000 €

- a Pre-Accession Advisor (PAA) – (200 000 €) for 12 months, will be located at the Ministry of Interior and in the pilot regions. The PAA should have experience of minimum 5 years as senior manager in public administration with
focus on the regional and local level in his/her own country. Experience in other
countries with Public Administration Reform is an advantage.

- **Mid-term experts** (8-12), (620 000 €) should be from the state and regional
bodies professional association in different EU Member States to provide
training, work out analysis and proposals

- **Study visits** - 40 000 € - 5 study visits focused on specific areas, i.e. legislation
and the acquis communautaire, aspects of the communication and co-ordination
between state/regions/citizens, etc. (for each study trip - team of 1-2 person/s
from each pilot region and 1-2 from the Ministry of Interior and the Ministry for
Regional Development)

- **Seminars, workshops, training** - 140 000 €
  - 12 training sessions for pilot regions – 70 000 €
  - 2 training sessions for the MoI and MoRD – 20 000 €
  - 3 seminars in pilot regions – 25 000 €
  - 3 seminars for the MoI and the MoRD – 25 000 €

(seminars for the MoI and the MoRD will be focused on implementation of the
legislation including acquis communautaire, the relations among state, regions
and citizens, relations between state and regions)

PAA with its support of mid-term experts should:
- on the basis of the analysis and recommendations prepare the draft
amendments on the legislation concerned, review present legislation,
organization structures, administrative procedures, division of competencies
- prepare and implement the rules concerning good practice on the regional
level (Code of Conduct)
- undertake analysis of the current capacity of region and local government
administration, work with the Czech experts and produce a report and
recommendations on organization structure of the regional bodies
- prepare a communication strategy concerning communication among
regions, local governments and citizens and review the capacity of self-
governments, local libraries and staff and produce recommendations on the
development of Public Information Strategy
- develop a model of Human Resource System Training concerning regional
and local government staff and deliver training programme in 3 pilot regions
– including study tours, seminars, conferences and provide training to the
future trainers delegated by self-government on the ways of communication,
co-ordination and provision of public information services between citizens,
local and regional authorities, schools and libraries
- review current internet and IT systems and prepare a programme for
strengthening the quality, accessibility and content of information on internet
(also through contact places*) to enhance the transparency of the public
administration through IT

*(contact place will be a meeting point for citizens and public
administration, it should have three basic functions – information centre,
registration of applications, execution of public administration)

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**a) Supply of equipment** - 300 000 €

- supply of IT including PC units (150 - 200), software, servers, training package
to 150 – 200 contact places

(The amount of Phare contribution will cover 1/10 – 1/15 of the presumed
expenses in the pilot regions. The equipment of the regional bodies and
municipalities will be covered by the Czech public budgets, the proposal for financing the informatisation of the regions is going to be submitted to the Government and will be paid from the national budget for 2001/2002 in amount of 4,30 M€)

4. Institutional Framework
Institutional framework is given by the establishing of the public administration authorities in the regions, which have started functioning since January 2001 (the elections in November 2000). The "Act on Regions" and the "Act on Support Regional Development" provide a framework for the mutual co-ordination of the activities of the regions and their participation at the co-ordination of the activities of other subjects for ex. municipalities). The regions also have the right of legislative initiative in all areas according to the Constitution. Certain parts of the acquis (e.g. in transport, environment – see annex 4) will be implemented on a regional basis.

The regions could employ the information acquired from the project results for their own activity based on the competencies given by newly passed laws, by proposals for the change of legal adjustments as well as via the assistance of the Ministry of Interior which is in charge of overall co-ordination of the public administration reform in the Czech Republic.

The Working Group will be established and will compose of the representatives from the regions dealing with the project, the representatives from the Ministry of Interior, the representatives from the Ministry for Regional Development, the representatives from the Office for Public Information Systems, the representatives from the National Library.

1. Detailed Budget (in M€)

<table>
<thead>
<tr>
<th>Phare</th>
<th>Support</th>
<th>Total Phare (=I+IB)</th>
<th>National Co-financing*</th>
<th>IFI*</th>
<th>TOTAL</th>
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<td>Investment Support</td>
<td>Institution Building</td>
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<td>0,45</td>
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<tr>
<td>Total</td>
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<td>1,00</td>
<td>1,30</td>
<td>0,45</td>
<td>1,75</td>
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</tbody>
</table>

*The contribution from the national budget for the twinning will be in form of provision of offices, financing of journeys within the Czech Republic etc.

**National co-financing will be used for informatisation of regions – supply of IT to the 150 – 200 contact places including PC units (300 - 400), software, servers, training package concerned in accordance with the framework of the Action Plan for Realisation of State Information Policy (2000-2002) in the Czech Republic, the programme of the Ministry of Interior “Public Information Services” in amount of 0,45 M€.
6. **Implementation Arrangements**

6.1 **Implementing Agency**
The CFCU will be Implementing Agency responsible for tendering, contracting and accounting. Responsibility for technical aspects related to preparation, implementation and control will rest with the Ministry of Interior as the beneficiary institution.

6.2 **Twinning**
The Contact Persons are:

**Mr Jakub Onisko**, Section of Public Administration Reform, tel.: +420 2 614 46 223, fax: +420 2 24 22 61 91, e-mail: jakub.onisko@csu.notes.cz

**Ms Simona Uldrychová**, Section of Public Administration Reform, Unit for the Relations with the EU of Department of Public Administration Reform, tel.: +420 2 6148 6211, fax: +420 2 6148 6817, e-mail: suldrych@mvcr.cz

6.3 **Non-standard aspects**
The Practical Guide will be followed.

6.4 **Contracts**

- contract 1: Twinning Covenant 1,00 M€
- contract 2: Supply of Equipment 0,30 M€

7. **Implementation Schedule**

7.2 Start of tendering/call for proposals 3Q/2001
7.3 Start of project activity 2Q/2002
7.3 Project Completion 2Q/2003

8. **Equal Opportunity**
The principle of the equal opportunity and applying of the equality of the gender on the activity in the project will be guaranteed.

9. **Environment**: N/A

10. **Rates of return**: N/A

11. **Investment criteria**: N/A

12. **Conditionality and sequencing**
In the implementation of the project there should be continually made the drafts for amendments to laws implementing the public administration reform including the laws about regions and municipalities and execute the law which is adjusting detailed financial and action questions of implementing regional policy.

The project will provide the opportunity to draft necessary amendments to primary legislation and to draft the necessary secondary legislation.
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)
4. List of competencies transferred to regional bodies
**LOGFRAME PLANNING MATRIX FOR**  
**Project Fiche CZ01-09-03**

**Co-ordination of the activity of the territorial self-government on the regional and local level**

<table>
<thead>
<tr>
<th>Overall objective</th>
<th>Objectively verifiable indicators</th>
<th>Sources of verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Achieved stability of institutions guaranteeing democracy, the rule of law, human rights and respect for and protection of minorities</td>
<td>Acknowledgement by the European Commission</td>
<td>EC Regular Report</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project purpose</th>
<th>Objectively verifiable indicators</th>
<th>Sources of verification</th>
<th>Assumptions</th>
</tr>
</thead>
</table>
| To establish effective co-ordination of the execution of the state administration transferred to the regional level territorial self-government and the mechanisms of control and enforcement of application of acquis communautaire | Consistent legal framework and implementation procedures  
Measurable improvements on the base of statistics and audit in the operational performance of 3 territorial self-government bodies involved in the project and increasing of self-governments adopting the results (in the beginning of the project and 1 year after is project finished, measurement done by Ministry for Regional Development and Ministry of Interior) | Approved guidelines on regional and local level powers, roles and responsibilities and relationships with Central Government  
Approved legislation in “Sbírka zákonu” (Collection of Laws)  
Project Progress Reports  
EC Regular Reports of Progress towards Accession  
National Statistics used by the Ministry of Interior which are monitoring the activity of regions and municipalities and by Ministry for Regional Development used in the area of regional politics  
Statistics (EU Internal Reports) | Suitable recommendations implemented by Czech and EU experts  
Objectivity of the reports produced by experts involved in the project  
Work on development of the Public Administration Portal and the PA contact points continues |

**Results**

<table>
<thead>
<tr>
<th>Objectively verifiable indicators</th>
<th>Sources of verification</th>
<th>Assumptions</th>
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</thead>
</table>
| Analysis of the standing legislation and recommendations on the shape of regional and local structures  
Proposal for amendments of the laws about municipalities (No 128/2000 Coll.), regions (No 129/2000 Coll.) and support of regional development | Project Reports  
EC Regular Reports on Progress  
The special magazines “Verejná správa”, “Obec” (Public Administration, Municipality)  
Statistics  
Website statistic | Suitable recommendations implemented by Czech and EU experts  
Objectivity of the reports produced by experts involved in the project  
Work on development of the Public Administration Portal and the PA contact points continues |
- Rules on good practice on the regional level (Code of Conduct)
- Analysis of the current capacity of the region and local government authority and from that resulted report and recommendation on the organisation structure of the regional bodies
- Analysis and recommendation on the implementation of the state administration transferred to the regional level and the mechanisms of control and enforcement of application of acquis communautaire
- Communication strategy on organisation and Model of Human Resource System training and Recommendations on the future trainers activities in the area of capacity building
- Recommendations of the use of IT system (implementation of Public Information Strategy, effective communication between the regional bodies and municipalities and citizens by Internet, staff trained on IT, citizens are informed about the activities of the organs of the public administration, standards of the information systems of the public administration are fulfilled)

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Prepare on the basis of the analysis and recommendations the draft amendments on the legislation concerned, organisation structures, administrative procedures, competencies</td>
<td><strong>Twinning package</strong>&lt;br&gt;- PAA – (200 000 €) for 12 months, based at the Ministry of Interior and the pilot regions, with experience of minimum of 5 years as senior manager in public administration with focus on the regional and local level in his or her own country and also the experience in other countries with Public Administration Reform is an advantage&lt;br&gt;- Mid-term experts (8 – 12), (620 000 €), for 10 times 3-6 months, the experts will be from different EU member countries, from state and regional bodies professional association</td>
<td>• Motivation of citizens&lt;br&gt;• Clear legal bases of proposed participation of citizens in the management process&lt;br&gt;• National co-financing will be used for informatization of regions – supply of IT to the 150 – 200 contact places including PC units (300 - 400), software, servers, training package concerned in accordance with the framework of the Action Plan for Realisation of State Information Policy (2000-2002) in the Czech Republic, the programme of the Ministry of Interior</td>
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<tr>
<td>• Prepare and implement the rules concerning good practice on the regional level (Code of Conduct)</td>
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<tr>
<td>• Undertake analysis of the current administrative capacity of region and local government administration and working with Czech experts and produce report and recommendation on organisation structure of government offices</td>
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</table>
- From 5% (current situation) up to 85% of the specific applications and Public Administration Portal services are used by all municipalities and libraries connected to the Internet. Public Administration Portal – enter point on Internet developed for getting informatisation in the field of Public Administration.<br>250 staff together trained in 3 pilot regions (at least)<br>Increased number of citizens participating in the local affairs<br>Designed or redesigned the web site and information system. (The current situation - accession to the Internet and PC equipment of the regions differs one from each other – some do not have any PC equipment, the web sites are not unified etc.)

- Examination results (certificates)<br>- Trainee feedback from regional training courses<br>- Feedback forms from citizens by use of the request (self-developed methodology taking into consideration the principles of the OECD methodology)

- Improved access to public information results in increased levels of citizens participation
the regional bodies

- Prepare communication strategy concerning communication between regions and local governments and citizens and review the capacity of self-governments, local libraries and staff and produce recommendations on the development of public information strategy

- Develop a model of Human Resource System training concerning regional and local government staff and deliver training programme in 3 regions – including study tours, seminars, conferences and provide training the future trainers delegated by self-government on the ways of communication, co-ordination and provision of public information services between citizens, local and regional authorities, school and libraries

- Review current internet and IT systems and prepare a programme to enhance quality, accessibility and content of information on internet (also through contact places) which should enhance the transparency of the public administration through IT (contact place is a meeting point for citizens and public administration, it should have three basic functions – information centre, registration of applications, delivery of public administration services)

providing analysis, training, proposals. Each expert will stay 1 month in the Ministry of Interior and rest of the time in regions

- Study visits – 40 000 € (5 study visits focused on specific areas – legislation and acquis communautaire, aspects of the communication and co-ordination between state/regions/citizens, etc. (teams of 1-2 person/s from each pilot regions, 1-2 participants from the Ministry of Interior and 1-2 participants from the Ministry for Regional Development)

- Seminars, workshops, training (including training materials/venue costs) – 140 000 €:
  - 12 training for regions – 70 000
  - 2 training for MoI and MoRD – 20 000
  - 3 seminars in regions – 25 000
  - 3 seminars for MoI and MoRD – 25 000 (seminars for the MoI and MoRD – implementation of the legislation including acquis communautaire, the relations between state and region and citizen, relations between state and regions)

Supply contract – 300 000 €

Informatisation of regions - supply of IT including PC units (150–200), software, servers, training package concerning the supply IT to 150 - 200 contact places

(The amount of contribution of Phare will cover 1/10 – 1/15 of the presumed expenses in the pilot regions. The equipment of the regional bodies and municipalities will be covered by the Czech public budgets)
Preconditions

- Appointment of the staff from 3 pilot regions to receive the advice (Ministry of Interior (MoI) will contact all the regions (14) to participate in the project. In case of interest more than three regions, there will be chosen regions with the most different demographic characteristics). The diversification will contribute to the possibility to implement the structures within the Czech Republic in the future.
- Technical specifications prepared (rooms for seminars, literature – problematic of regional and local self-government from EU member countries, etc.) – by Ministry of Interior
- Knowledge of the laws about municipalities an regions is essential by the employees of self-government bodies and by the experts
- The presumed proposal for informatisation of regions submitted to the government is 4,30 M€ from National Budget (for 2001/2002) of the Czech Republic. (should be approved in March 2001)

Detailed Implementation Chart for the Project

<table>
<thead>
<tr>
<th>Year</th>
<th>2001</th>
<th>2002</th>
<th>2003</th>
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<tbody>
<tr>
<td><strong>Twinning package</strong></td>
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<tr>
<td>Launch Twinning request to Member States</td>
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<tr>
<td>Offers of MSs for twinning</td>
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<tr>
<td>Selection of MSs for twinning</td>
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<tr>
<td>Elaboration of Twinning Covenant</td>
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<tr>
<td>Submit Twinning Covenant to Steering Committee for approval</td>
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<tr>
<td>Twinning package commences</td>
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<td>Twinning activities</td>
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<td>Contract Signature</td>
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Annex 2
Cumulative Contracting and Disbursement Schedule for the Project (M€)

Cumulative Quarterly Contracting Schedule (M€)

<table>
<thead>
<tr>
<th>Project</th>
<th>1Q/01</th>
<th>2Q/01</th>
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<th>4Q/01</th>
<th>1Q/02</th>
<th>2Q/02</th>
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Cumulative Quarterly Disbursement Schedule (M€)

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<thead>
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<th>Project</th>
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<th>3Q/01</th>
<th>4Q/01</th>
<th>1Q/02</th>
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</table>
List of competencies transferred from ministries or district offices to regional bodies

1. Education, youth and sports
   a) section of the law about the system of grade schools, middle schools and professional school (school educational law)
   b) section of the law about state administration and self-government in the educational system
   c) section of the law about educational organizations and institutions
   d) section of the law about giving grants to private schools, pre-school and other educational organizations or institutions

2. Culture
   a) section of the law about some conditions production, distribution and archiving the audio-visual work
   b) section of the law about state conservation care

3. Social area
   a) section of the law about the state social support
   b) section of the law about competencies of the organs of the Czech Republic in the social security

4. Health care
   a) section of the law about protection of alcoholism and other drugs
   b) section of the law about the care of human health

5. Area of Interior
   a) section of the law about municipal policy

6. Regional Development
   a) section of the building law

7. Agriculture
   a) section of the law about forest
   b) section of the law about hunting
   c) section of the law about fishery
   d) section of the law about drugs and about the change of some other laws
   e) section of the state administration in the water economy

8. Transport and communications
   a) section about the technical conditions of the operation of the road vehicles
   b) section of the law about the road transport
   c) section of the law about the railway

9. Environment
   a) section of the law about waste
   b) section of the law about the protection of the agricultural lands fund
   c) section of the law about reviewing influences on the environment
d) section of the law about the protection of the nature and landscape
e) section of the state administration for the protection of the air
f) section of the law about the protection and profit of the natural wealth
g) section of the law about the chemical substance and preparation
h) section of the right to get information on the environment