STANDARD SUMMARY PROJECT FICHE

1. Basic Information
1.1 Désirée Number: CZ2002/000-282.10.06
1.2 Title: Institution Building Envelope
1.3 Sector: Various
1.4 Location: Czech Republic

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.
   - Functioning market economy as well as the capacity to cope with competitive pressures and market forces within the EU.
   - Ability to take on the obligations of membership, including adherence to the aims of political, economic and monetary union. This especially includes the adoption of acquis communitaire including the legal requirements for management of Structural funds/Cohesion fund assistance.

2.2 Project purpose:

To provide Institution Building through assistance (twinning, twinning light, or other form of technical assistance) to meet the requirements related to specific urgent needs identified in the course of the accession negotiation process, in the preparation of the Action Plan for the Administrative and Judicial capacity and the Peer Review. Especially, but not exclusively this project will assist in preparation for the management and implementation of Structural Funds and the Cohesion Fund.

2.3 Accession Partnership and NPAA priority

All components of this project will be programmed on the basis of priorities outlined in the 2001 Accession Partnership, NPAA, Action Plan for the Administrative and Judicial capacity and the Peer Review.

2.4 Contribution to National Development Plan

The project components aimed at project pipeline development would contribute to preparation for implementation of the National Development Plan.

2.5 Cross Border Impact
   Not Applicable.

3. Description
3.1 Background and justification:

The Czech Republic has been the beneficiary of accession related PHARE institution building projects since 1998. A high number of institution building projects have been or are being completed successfully in the form of full scale twinning with the assistance of Member States experts. However, in the final stage of the Czech Republic’s preparation there is a clear demand to establish a more flexible institution building instrument to address specific well-circumscribed self contained subjects of limited scope which are not now possible to identify in detail.
This project provides the possibility to respond to emerging tasks related to the institution building that relates to transposition and enforcement of the acquis in a flexible and immediate way. In particular, projects will be supported in those areas in which an urgent or unforeseen task would come up during the accession negotiations or which have a high priority. It is expected that these include especially, but not exclusively, projects in the area of preparation for implementation of the Structural and the Cohesion Funds.

3.2 Linked activities:

- All institution building projects financed by PHARE since 1998.
- The TAIEX Multi-beneficiary Programme, which acts as a complement to the national Phare programmes and is coordinated with them, responding to individual requests not covered in these programmes by tailor-made actions for each country in all fields of the acquis.
- SIGMA Multi-beneficiary Programme, which advises on the modernisation of general management systems of public institutions, oriented to accession priorities and complementing National Programmes for Institution Building and twinning.

3.3 Results:

Concrete administrative structures and management systems in place which satisfy the requirements of the acquis communautaire / project pipeline is developed for the implementation into the NDP.

3.4 Activities:

Proposed projects will be subject of rigorous analysis by those bodies indicated in 4 below according to the following criteria:

- Each project must be directly targeted at the project purpose (see 2.2 above).
- Each project must be based on one of the following: the AP, the NPAA, and also on continuing accession negotiations, the Action Plan for the Administrative and Judicial capacity and any Peer Reviews.
- Each project must be targeted, focused, and have clearly identified, concrete results, achievable realistically within the time and budget proposed.
- Each project will have guaranteed results that will be achieved by end of the project.
- Each project must be implemented either through twinning, twinning light, or commercially contracted technical assistance.
- Each project must be drafted in the form of a logical framework matrix; beneficiaries must provide any other necessary documentation if requested by the Centre for Foreign Assistance or the EC Delegation.
- The project proposals must be based on gaps identified in the relevant sector and indicate what the basis is for each activity and be accompanied by draft ToR for each activity proposed.
- Project ideas must be subject to proper consultation with the relevant stakeholders, and not overlap previous/ongoing projects.

The DEC shall indicate which projects are in principle acceptable and which are not; which projects should be redesigned and how; and comment on the ToR. With a view of timely implementation the EC Delegation has no more than 7 working days for commenting the documentation from the date of receipt.

4. Institutional Framework

The Centre for Foreign Assistance (CFA) will collect proposals and provide preliminary assessment and approval. Each project will also be approved by the EC Delegation. Please see 3.4 above for more details.
5. Detailed Budget (M €)

<table>
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<tr>
<th>Phare</th>
<th>Support</th>
<th>Total Phare (=I+IB)</th>
<th>National Cofinancing</th>
<th>IFI</th>
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6. Implementation Arrangements

6.1 Implementing Agency
Responsibility for the administration related to the procedural aspects of procurement, contracting accountancy will rest upon the CFCU, PAO: Mr. Jan Slavíček.

The contact person responsible for overall implementation is Ms. Ludmila Lefnerová, Head of the Unit for Coordination of the Foreign Assistance. The responsible person from the respective beneficiary institution will be specifies in each project proposal.

6.2 Twinning
See above.

6.3 Non-standard aspects
n.a.

6.4 Contracts
Due to the nature of the envelope it is not possible to foresee the number, value and type of contracts. However, the types of contracts will be limited to twinning covenants, twinning light agreements, and technical assistance contracts.

7. Implementation Schedule

7.1 Start of tendering/call for proposals 3Q/2002 – 2Q/2004
7.2 Start of projects’ implementation 4Q/2002 - 2Q/2004
7.3 Projects Completion 1Q/2003 and beyond

Projects shall be completed before the disbursement deadline of the Financing Memorandum for the Phare 2002 National Programme – Part II (31 October 2005).

8. Equal Opportunity

Equal opportunity for men and women will be guaranteed.

9. Environment
Not applicable

10. Rates of return
Not applicable.

11. Investment criteria
Not applicable.

12. Conditionality and sequencing
Please see 3.4 above.
ANNEXES TO PROJECT FICHE

1. Logical framework matrix
2. Detailed implementation chart
3. Contracting and disbursement schedule
## LOGFRAME PLANNING MATRIX

### Institution Building Envelope

<table>
<thead>
<tr>
<th>Overall objective</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stability of institutions guaranteeing democracy, the rule of law, human rights, and respect for and protection of minorities. Functioning market economy as well as the capacity to cope with competitive pressures and market forces within the EU. Ability to take on the obligations of membership, including adherence to the aims of political, economic and monetary union. This especially includes the adoption of acquis communitaire, including the legal requirements for management of Structural funds/Cohesion fund assistance.</td>
<td>Accession Treaty signed</td>
<td>Accession Treaty</td>
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<table>
<thead>
<tr>
<th>Project purpose</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
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<td>- Acceleration of the progress within ministries/institutions towards meeting the requirements of the acquis. - Specific pieces of acquis implemented</td>
<td>- Minutes of the Monitoring subcommittees - Monitoring reports - EC Delegation - Managing authority of CSF and OPs - Paying Authority - Project reports</td>
<td>All other Phare Institution Building projects successful</td>
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</tbody>
</table>

### Programme name and number
- CZ 2002/000-282.10.06

### Contracting period expires:

### Disbursement period expires:

### Total budget: 0,84 MEUR

### Phare budget: 0,84 MEUR

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**Annex 1**
<table>
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<tr>
<th>Activities</th>
<th>Means</th>
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<td>Proposed in the draft proposal of the NAC:</td>
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<tr>
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Detailed implementation chart

**Institution Building Envelope**

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CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE

Cumulative Quarterly Contracting Schedule (M.€)

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Cumulative Quarterly Disbursement Schedule (mil.€)

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