STANDARD SUMMARY PROJECT FICHE

1. Basic Information

1.1 Désirée Number: CZ2003/005-601.08.09
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;
• the existence of a functioning market economy as well as the capacity to cope with competitive pressure and market forces within the Union;
• the ability to take on the obligations of membership, including adherence to the aims of political, economic and monetary union;
• the conditions for its integration through the adjustment of its administrative structures, so the European Community legislation transposed into legislation is implemented effectively through appropriate administrative and judicial structures.

2.2 Project purpose:
Strengthening of institutions to meet the Copenhagen criteria and Madrid criterion, most specifically the adoption and implementation of the acquis (3rd Copenhagen criteria), and ensuring that the conditions for integration are ripe through the adjustment of administrative and judicial structures (Madrid criterion)

2.3 Accession Partnership and NPAA priority
Priorities will stem from gaps identified in the latest Accession Partnership, Regular Report, National Programme for the Adoption of the Acquis, the Action Plan, Peer Reviews, the Monitoring Report and other relevant documents, including the necessity for national authorities to fulfil the criteria for EDIS and successfully manage Phare funds after accession (e.g. through continuing interim evaluations of Phare, previously done by a contractor on behalf of the Commission).

2.4 Contribution to National Development Plan
Not foreseen; however the projects under this envelope may address institution building needs for preparation for Structural Funds and Cohesion Fund.

2.5 Cross Border Impact
Not foreseen, however the projects under this envelope may address institution building needs in this area, for example, with preparation for INTERREG.

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 accession (inter alia, but not exclusively the transposition and enforcement of the acquis) in a flexible and immediate way. In particular, projects will be supported in those areas in which urgent and/or unforeseen tasks arise during the life of the programme, and which are necessary for accession, or for ensuring that the situation after accession is the same as before.
The project was originally conceived as an institution building envelope, but input was specified as only to consist of twinning light and there was no project fiche. However, since not all institution building projects are appropriate for twinning light, the project has been changed to allow for both interventions via full twinning and normal technical assistance.

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 Muti-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/or management systems in place and/or know-how transferred which address weaknesses identified in the light of accession – *inter alia* those gaps necessary to be filled for the signature and ratification of the accession treaty, those gaps necessary to be filled in order to avoid safeguard clauses being invoked, those gaps necessary to ensure that any processes managed prior to accession can continue afterwards, those gaps necessary to ensure that the Czech Republic benefits from the EU (e.g. in terms of use of post-accession funds) as an average present Member State.

3.4 **Activities:**
Given the nature of the project fiche, it is not possible to specify the precise activities (these will be indicated in the log frame matrices which will be part of the individual project documentation). The projects proposed 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 documents mentioned in 2.3.
- 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.

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. The circuits for twinning, twinning light, and normal technical assistance will be the same as those already in use.

5. **Detailed Budget (M €)**

<table>
<thead>
<tr>
<th></th>
<th>Phare Investment</th>
<th>Phare Institution Building</th>
<th>Total Phare (=I+IB)</th>
<th>National Cofinancing</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Institution Building Envelope</td>
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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 Slavícek.

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 specified 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

7.2 Start of projects’ implementation 1Q/2004 - 2Q/2005
7.3 Projects Completion 1Q/2004 and beyond

Projects shall be completed before the disbursement deadline of the Financing Memorandum.

8. Equal Opportunity
Equal opportunity for men and women will be guaranteed.

9. Environment N/A

10. Rates of return N/A

11. Investment criteria N/A

12. Conditionality and sequencing Please see 3.4 above

ANNEXES TO PROJECT FICHE

1. Logframe planning matrix
2. Detailed implementation chart
3. Contracting and disbursement schedule
<table>
<thead>
<tr>
<th>Project title: <strong>Institution Building Envelope</strong></th>
<th>Programme name and number</th>
<th>Contracting period expires: 30 November 2005</th>
<th>Disbursement period expires: 30 November 2006</th>
<th>Total budget: 0.630 MEUR</th>
<th>Phare budget: 0.630 MEUR</th>
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<tbody>
<tr>
<td><strong>Overall objective</strong></td>
<td><strong>Objectively verifiable indicators</strong></td>
<td><strong>Sources of Verification</strong></td>
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<tr>
<td>• stability of institutions guaranteeing democracy, the rule of law, human rights and respect for and protection of minorities;</td>
<td>Given the nature of the project fiche it is not possible to spell out exact OVIs (these will be included in the LFM for individual projects. However, some example OVIs could be: 1. Accession Treaty signed and ratified 2. No safeguard clauses are invoked 3. Satisfactory management of pre-accession aid continues uninterrupted before and after accession 4. The Czech Republic manages to use at least the average % of funds that present MSs do for the SFs and Cohesion Fund</td>
<td>For example 1. Official Journal 2. European Commission 3. Relevant Czech Ministries (MoF, MRD)</td>
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<td>• the existence of a functioning market economy as well as the capacity to cope with competitive pressure and market forces within the Union;</td>
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<tr>
<td><strong>Project purpose</strong></td>
<td><strong>Objectively verifiable indicators</strong></td>
<td><strong>Sources of Verification</strong></td>
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<td>Strengthening of institutions to meet the Copenhagen criteria and Madrid criterion, most specifically the adoption and implementation of the <em>acquis</em> (3rd Copenhagen criteria), and ensuring that the conditions for integration are ripe through the adjustment of administrative and judicial structures (Madrid criterion)</td>
<td>Given the nature of the project fiche it is not possible to spell out exact OVIs (these will be included in the LFM for individual projects). For examples please see OVIs at the level of overall objectives above</td>
<td>For example: 1. Individual project reports 2. Any reports produced by beneficiaries 3. Commission Monitoring Report 4. Monitoring reports (produced by CFA) 5. Any evaluation reports (produced by EMS or any other externally contracted or public administrative body) 6. Minutes of the Monitoring Subcommittees</td>
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4
<table>
<thead>
<tr>
<th>Results</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
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</table>
| Concrete administrative structures and/or management systems in place and/or know-how transferred which address weaknesses identified in the light of accession – *inter alia* those gaps necessary to be filled for the signature and ratification of the accession treaty, those gaps necessary to be filled in order to avoid safeguard clauses being invoked, those gaps necessary to ensure that any processes managed prior to accession can continue afterwards, those gaps necessary to ensure that the Czech Republic benefits from the EU (e.g. in terms of use of post-accession funds) as an average present Member State. | Given the nature of the project fiche it is not possible to spell out exact OVIs (these will be included in the LFM for individual projects). For examples please see OVIs at the level of overall objectives above | For example  
1 Individual project reports#  
2 Any reports produced by beneficiaries  
3 Commission Monitoring Report  
4 Monitoring reports (produced by CFA)  
5 Any evaluation reports (produced by EMS or any other externally contracted or public administrative body)  
6 Minutes of the Monitoring Subcommittees | 1 The Czech Republic fulfils all remaining IB weaknesses necessary for fulfilling the Copenhagen and Madrid criteria.  
2 All other Phare IB projects (particularly including the linked activities) are successfully implemented. |

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<tr>
<th>Activities</th>
<th>Means</th>
<th>Assumptions</th>
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7 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.  
8 Project ideas must be subject to proper consultation with the relevant stakeholders, and not overlap previous/ongoing projects. | • Twinning  
• Twinning light  
• Technical assistance | The beneficiaries allocate appropriate human and financial resources to the specific tasks |
Detailed implementation chart

**Institution Building Envelope**

<table>
<thead>
<tr>
<th>Year Action</th>
<th>2002</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
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<td>J F M A M J J A S O N D</td>
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<td>Projects start</td>
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<td>Projects Completion</td>
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# CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE

## Cumulative Quarterly Contracting Schedule (M.€)

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<thead>
<tr>
<th>Project</th>
<th>1Q/02</th>
<th>2Q/02</th>
<th>3Q/02</th>
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<th>1Q/03</th>
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## Cumulative Quarterly Disbursement Schedule (M.€)

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<tr>
<th>Project</th>
<th>1Q/02</th>
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