STANDARD SUMMARY PROJECT FICHE - TRANSITION FACILITY

1. Basic Information
   1.1 CRIS Number: CZ 2004/006-237/09
   1.2 Title: Unallocated 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 communautaire including the legal requirements for management of Structural funds/Cohesion fund assistance.
   • The conditions for the Czech Republic’s 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 Justification
   One of the areas, which fall within the Transition Facility specific priorities, concerns securing sufficient reserve for the unexpected needs by creating an unallocated envelope for Institution Building. Sectors, inter alia, that could benefit from this Institution Building support include Justice and Home Affairs, Internal Market, Agriculture and any other acquis-related projects in sectors relevant to the objectives of the Transition Facility. The use of these funds must be approved by the European Commission.

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 implemented in the form of full scale twinning with the assistance of Member States experts. In order to satisfy 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, the institution building envelope projects were introduced as a part of National Phare programmes as well as the Transition Facility.

   This project provides the possibility to respond to emerging tasks related to the institution building that relates to further strengthening of administration capacity to implement acquis and to foster exchange of best practice in a flexible and immediate way. In particular, projects will be supported in those areas identified in the Comprehensive Monitoring Report in which urgent and/or unforeseen tasks arise unexpectedly between Financing Decisions.

   3.2 Linked activities:
• All institution building projects financed by Phare since 1998.
• All institution building projects financed by Transition Facility since 2004
• 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 Comprehensive Monitoring Report (published November 2003).

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 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 the end of the project.
• Each project must be implemented either through 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.
• The projects proposals must be based on gaps identified by the Comprehensive Monitoring Report 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 their assessment and approval. Implementation will be governed by the rules for decentralised implementation system according to article 53(1)b of the Financial Regulation.

5. Detailed Budget (M €)

<table>
<thead>
<tr>
<th>Project Components</th>
<th>Transition Facility Support</th>
<th>National Cofinancing*</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Investment Support</td>
<td>Institution Building</td>
<td>TF(=I+IB)</td>
</tr>
<tr>
<td>Unallocated Institution Building Envelope</td>
<td>1.500</td>
<td>1.500</td>
<td>1.500</td>
</tr>
<tr>
<td>Total</td>
<td>1.500</td>
<td>1.500</td>
<td>1.500</td>
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</tbody>
</table>

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 Slaviček.
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 light agreements, and technical assistance contracts.

7. Implementation Schedule

7.1 Start of tendering/call for proposals

7.2 Start of project activity

7.3 Project Completion

For further details please see annex 2 of this project fiche. All projects shall be completed before the disbursement deadline of the Financing Memorandum.

8. Conditionality and sequencing

Please see 3.4 above.
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)
**LOGFRAME PLANNING MATRIX**

**Programme name and number:** TF CZ 2004

**Total Budget:** 1.500 M€  
**TF contribution:** 1.500 M€

### Overall Objective

- 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 communautaire including the legal requirements for management of structural funds/cohesion fund assistance.
- The conditions for the Czech Republic’s 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.

**Objectively verifiable indicators**: 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:

- No safeguard clauses are invoked
- Satisfactory management of pre-accession aid continues uninterrupted before and after accession
- The Czech Republic manages to use at least the average % of funds that present MSs do for the SFs and Cohesion Fund

**Sources of verification**

- Official Journal
- European Commission
- Relevant Czech Ministries (MoF, MRD)

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### 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)

**Objectively verifiable indicators**: 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

**Sources of verification**

- Individual project reports
- Any reports produced by beneficiaries
- Monitoring reports (produced by CFA)
- Any evaluation reports (produced by externally)

**Assumptions**

The Czech Republic fulfils any remaining gaps necessary for the Copenhagen and Madrid criteria to be achieved.
<table>
<thead>
<tr>
<th>Results</th>
<th>Objectively verifiable indicators</th>
<th>Sources of verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concrete administrative structures and/or management systems in place and/or know-how transferred which address weaknesses identified in the Comprehensive Monitoring Report (published November 2003).</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</td>
<td>• The CR fulfills all remaining IB weaknesses necessary for fulfilling the Copenhagen and Madrid criteria.</td>
</tr>
<tr>
<td></td>
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<td>• All other Phare / Transition Facility IB projects (particularly including the linked activities) are successfully implemented</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
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<td>• Twinning light</td>
<td>The beneficiaries allocate appropriate human and financial resources to the specific tasks</td>
</tr>
<tr>
<td>Each project must be directly targeted at the project purpose (see 2.2 above).</td>
<td>• Technical assistance</td>
<td></td>
</tr>
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</table>
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- 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.
- The projects proposals must be based on gaps identified by the Comprehensive Monitoring Report in the relevant sector and indicate what the basis is for each activity and be accompanied by draft ToR for each activity proposed.
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## DETAILED IMPLEMENTATION CHART

Unallocated Institution Building Envelope

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender launch (for TA) / circulation (for twinning light)</td>
<td>XXXXXXX</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracting</td>
<td>XXXXXXXXXXX</td>
<td>XXXXXXXXXXX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects start</td>
<td>XXXXXXXXXXX</td>
<td>XXXXXXXXXXX</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projects Completion</td>
<td></td>
<td></td>
<td>XXXXXXXXXXX</td>
<td>XXXXXXXXXXX</td>
</tr>
</tbody>
</table>
## CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE

### Cumulative Quarterly Contracting Schedule (M €)

| Project                          | 2Q/04 | 3Q/04 | 4Q/04 | 1Q/05 | 2Q/05 | 3Q/05 | 4Q/05 | 1Q/06 | 2Q/06 | 3Q/06 | 4Q/06 | 1Q/07 | 2Q/07 | 3Q/07 | 4Q/07 | Total |
|----------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Unallocated Institution Building |       |       |       | 0.400 | 0.800 | 1.000 | 1.300 | 1.500 |       |       |       |       |       |       |       | 1.500 |

### Cumulative Quarterly Disbursement Schedule (M €)

| Project                          | 2Q/04 | 3Q/04 | 4Q/04 | 1Q/05 | 2Q/05 | 3Q/05 | 4Q/05 | 1Q/06 | 2Q/06 | 3Q/06 | 4Q/06 | 1Q/07 | 2Q/07 | 3Q/07 | 4Q/07 | Total |
|----------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Unallocated Institution Building |       |       |       | 0.200 | 0.400 | 0.600 | 0.800 | 1.000 | 1.100 | 1.200 | 1.300 | 1.400 | 1.450 | 1.500 |     | 1.500 |