STANDARD SUMMARY PROJECT FICHE - TRANSITION FACILITY

1. Basic Information

1.1 CRIS Number: 2006/018-182.03.01 (TW number: CZ06-IB-SO-01)

1.2 Title: Strengthening of the Czech Social Security Administration (CSSA) capacity in the field of social security coordination

1.3 Sector: Employment, Social Affairs and Health

1.4 Location: Czech Republic, Ministry of Labour and Social Affairs

2. Objectives

2.1 Overall Objective:
To improve the social security coordination, guarantee equal treatment and contribute to the free movement of persons.

2.2 Project purpose:
To provide updating of knowledge of Czech Social Security Administration (CSSA) employees with respect to the new acquis in the area of European social security coordination.

2.3 Justification:
Comprehensive Monitoring Report – chapter 2 - Free movement of persons, states that: “…The acquis under this chapter provides for non-discriminatory treatment of workers who are legally employed in a country other than their country of origin. This includes the possibility of cumulating or transferring social security rights, which requires administrative cooperation between Member States. …With regard to co-ordination of social security systems, no transposition into national legislation is needed to achieve alignment with the acquis, but appropriate administrative capacity needs to be ensured through staffing increases and training. The Centre for International Reimbursements will co-ordinate administration of health care expenses. Although these structures remain to be completed, preparations, including training, are on track….”.

3. Description

3.1 Background and justification:
According to the Reg.No. 1408/71 (now Reg.No.883/2004) and Reg.No.574/72 there is a possibility to transfer social security rights among EU Member States, which requires their administrative cooperation. CSSA is obliged to implement all rules and provisions in accordance with the a.m. regulations within the EU system of coordination of social security schemes. CSSA acts as institution competent for benefits in cash for sickness and maternity, for disability, old age and death (pensions) and for occupational injuries and diseases; as institution competent for legislation applicable; as liaison body for all the a.m. fields for the whole Czech Republic.

In order to give proper substance to the issue of free movement of persons, it is necessary to deepen the CSSA’s staff knowledge in this area by providing further training, to be able to deal with new requests arising from Reg. No. 883/2004 (supposed to be in force since 2007) and its implementing regulation (at present a new one is being prepared by relevant EU bodies and should be in force in the same time as Reg. 883), by drafting comprehensive training curricula including self-study materials and by actualising the existing training module inclusive updating e-learning specialized module which has been used at CSSA since 2004.

Regulation 883 and its implementing regulation will be the basic acts regulating social security systems in EU. CSSA is obliged to implement its provisions in the field of pensions, sickness benefits in cash and legislation applicable (assessment, which MS law system will be in a concrete social situation applied). As a competent institution and as liaison body for the whole Czech Republic and for the other Czech institutions involved.

As a new Member state there was no possibility for Czech experts to participate in preparations of these regulations and also our experiences with implementation of the present coordination Regulations (No. 1408/71 and 574/72) are still insufficient. The new coordination regulation will
course the necessity first of creating new training modules and materials, second of training CSSA employees, especially its trainers and EU specialists both in headquarters and regions.

Special attention is to be paid to the legislation applicable (Regulation 1408/71, Art. 13 – 17) for MS’s very often differ in interpretation. Decision, which legislation should be in concrete social situation applied is of essential importance for any person. Czech institutions involved meet many problems in this area that sometimes lead to the courts. At present Czech institutions and courts have only a theoretical knowledge of the ECJ (Europe Court of Justice) and its procedure which was partially earned during the law seminar organized within Phare project CONSENSUS III. Their know-how as well as praxis in the field of EU social security law is still rather low and showing a certain diversity. CSSA has a special position as institution responsible for deciding (institution competent and liaison body) and administrating of social security; thereby should provide responsible institutions with relevant information. Better understanding of interpretation and implementation of the ECJ cases as well as procedural matters is needed and would support the correct implementation of acquis into the praxis of courts as in the praxis of the Czech institutions. Creating of a specialized e-learning module on legislation applicable would enable a unified training not only for CSSA but also for the other Czech institutions and for the institutions of other Member States.

In the past while preparing implementation of Reg. 1408/71 and 574/72, CSSA had started with a massive training of all staff before May 1, 2005 as well as a specialized training for those who are dealing with the EU matters. CSSA has developed its own training concept for EU matters and special training materials followed by guidelines were produced. A team of trainers specialised in EU matters was established in 2004 and certified as a part of Phare projects. Training runs both in e-learning and present form.

At present, a renewed training concept has been adopted which supposes a regular training to be provided for the EU specialists (in headquarters and regions) at least once a year, and for the newcomers obligatorily as e-learning. E-learning training course produced for EU matters in two levels (common – EUNO1 and specialized in social security – EUNO2) has since 2004 become a part of training for the whole CSSA and is regularly novelised (last version will be ready in the 1st Q of 2006). Training in present form runs in the CSSA Training Capacity in Karlovy Vary and is diversified up to the specialisation of staff. (see Annex 4 for detailed information about training of CSSA employees in the field of European social security law).

Since January 1, 2008 a new Czech law on insurance and benefits in the field of accidents at work and occupational diseases should be in force and Czech Social Security Administration will be responsible for the whole scope of this law. This act was prepared according to EC request as a complex legal act covering this social security branch and it is the first Czech complex law in this branch at all. New benefits are also supposed to be introduced. CSSA will become responsible for its implementing wholly as institution competent, institution of place of stay or residence as well as liaison body (at present there are CSSA, MoLSA, health insurance companies and private insurance companies involved). Accidents at work and occupational diseases are very complicated as far as international cooperation and coordination is concerned and therefore, know-how and recommendations from the EU experts will be of great importance.

3.2 Linked activities:
The Phare Project CZ 01-08-02 "Testing the preparedness for the application of EC social security legislation". The objective of this project is to analyse and improve the capacity of the central institutions which will be responsible for co-ordinating and implementing EU social security legislation (Reg. 1408/71, 574/72), and recommend the necessary changes to ensure a properly functioning social security system by the time of accession.

In the 4th Quarterly Report, chapter Recommendations - EU Training, Page 51 is recommended: “Training should be given all employees involved in the process. Contents of the training depend on the task of the employee…” and “The training of the employees as well as updating the instruction material must be an ongoing process.”

The project CZ99/IB/SO-01 under CONSENSUS III programme “Implementing EU Co-ordination Rules as decided by Regulation 1408/71 and 574/72” targets not only MoLSA and CSSA but also other involved institutions covered by the regulations. There are 8 main subprojects,
four of them are directly linked to this project: Training of staff, Development of self study materials, Organisation of special seminars, Training with regard to posting of workers. Training aspect, nevertheless is also included in more of them. In the Final Report, Deliverable B – Administrative Infrastructure Review, page 13 is recommended: “The CSSA will be at the forefront of dealing with the administration of EU Regulations…The main issues facing the CSSA lie in the areas of increase in the numbers of staff that will be required and the level of Training that will be required.” Due to the fact that training will be focused on the new regulations (883/2004 and the new implementing regulations) there is no risk of duplicity of training that was provided by the other projects esp. CONSENSUS III (CZ99/IB/SO-01).

3.3 Results:

- CSSA trainers trained in social security coordination (pensions benefits, sickness benefits, legislation applicable) incl. related ECJ verdicts;
- CSSA trainers tested and certified;
- CSSA staff (Headquarters staff and staff of selected regional offices) trained in social security coordination;
- Know-how and recommendations to Czech institutions involved in social security and law experts formulated and provided;
- Recommendations on organisation and methodology in the branch of accidents at work and occupational diseases provided;
- Actualised training module and training materials for the application of EU coordination rules (No. 883/2004 and new Regulation No.574/72) developed;
- Actualised e-learning module EUNO2 developed;
- Text of a new training e-learning module on legislation applicable developed;
- Transparency of the CZ legislation in the area of social security increased;
- Higher level of unified interpretation and implementation of acquis communautaire in Czech institutions involved reached.

3.4 Activities:

Twinning (0,400 M€)

- Training of CSSA trainers (3 workshops, approx. 30 persons) in the novel of the social security coordination regulations (pensions benefits, sickness benefits, legislation applicable) incl. related ECJ verdicts;
- Testing of trainers (approx. 30 persons) in application of new EU coordination rules in written form;
- Training of CSSA Headquarters and selected regional offices staff (approx. 100 persons) in social security coordination;
- Organising law seminar specialized at interpretation of EU social security legislation in the ECJ and national courts praxis inclusive procedural matters for law experts from CSSA, MoLSA, Ministry of Justice and other Czech competent institutions (approx. 40 persons);
- Organising a seminar specialized on legislation applicable in the terms of latest developments in this area in Europe (legal interpretation, ECD, application of Code of good practise) and MS’s praxis and collaboration for experts from CSSA, health companies, International Reimbursement Centre, labour offices, MoLSA, Ministry of Health (approx. 40 persons);
- Organising a seminar specialized in coordination rules in the field of accidents at work and occupational diseases (cca 40 specialists from CSSA and MoLSA);
- Organising a workshop specialized in international cooperation in the field of accidents and work and occupational diseases (cca 10 specialists from CSSA Headquarters), formulating of recommendations;
- Discussing and formulating recommendations to Czech institutions and law experts concerning the implementation of ECJ into the national level praxis;
- Actualisation of current training module and materials for the application of EU coordination rules, in cooperation with CSSA experts;
- Actualisation of the text of current e-learning training module EUNO2 (2nd special level - EU-Social Security) for the application of EU coordination rules;
- Drawing up a text of a new special e-learning module on legislation applicable;
• Realising of 2 study visits as a part of training of trainers (each 5 persons for 4 days) - one in pensions, one in sickness benefits and legislation applicable that would enable to study both training and implementing methods in other competent institution in praxis;

Activities cannot run at the same time, they will follow in succession. Therefore duration at least of 12 months is needed.

Experts’ profile: 1 RTA (12 months) and approx. 9-10 STEs (in total approx. 230 man-days) for analysis, recommendations and overall outputs coordination. Only public servants or mandated body staff are/is eligible as RTA, STEs and Project Leader.

RTA’s profile
• highly qualified expert with university degree
• has good knowledge of the social security coordination rules and their implementation, eventually with the administration of EU related cases
• useful is his/her previous participation in preparation of Reg. No. 883 and its implementing Regulation
• has at least 5-years experience in social security and is specialised either in training, or in one of the further mentioned subjects as the STEs
• has good organisational and communication skills
• he/she is responsible, in close cooperation with CSSA, for preparation of relevant documents and coordination of all activities
• he/she will participate in some activities according to his/her specialisation and he/she will be responsible for testing trainers

Project Leader (MS)
• has knowledge about the project’s item, has 5-years experience, previous participation on similar projects will be of favour
• is responsible for project management, especially human resources, budget discipline
• solves problem in cooperation with RTA and Steering Committee members
• is responsible for generating of outputs and meeting the objectives

Project Leader (CZ)
• he/she will be nominated by CSSA
• after finishing the project he/she will ensure the relevant recommendations of the project will be implemented

Approx. 4 STEs for training have a law education and be specialised in one of the subjects - pensions, sickness benefits in cash, legislation applicable, with at least a 3-years experience in training. Relevant administrative experience from the social insurance institution will be of favour. All subjects in the projects should be covered.

Approx. 5 STEs for law seminar have at least 10 years experience in the subject and have a law graduation.
One STE has a relevant experience with e-learning (producing texts).

3.5 Lessons learned:
In previous projects the careful choice of the project partner was of great effectiveness. Experience of the project partner contributed to the flawless realization of the project. Experience from the previous projects proved that coordination of inputs in projects dealing with training of staff, with more activities and institutions involved is hardly substitutable and the role of RTA is therefore very important. It is also uneasy to coordinate such project without a good knowledge of conditions on that twinning partner side who delivers experts for the project as the results of the project are relying on the experts quality and good timing of their input. RTA has an important role in coordinating and realising all project activities, while project leader concentrates more on ensuring human resources involved (on Czech side) and on generating of outputs and meeting the objectives. After finishing the project he/she will ensure the relevant recommendations of the project will be implemented.
4. Institutional Framework

The main coordinator in the field of social security in the Czech Republic is the Ministry of Labour and Social Affairs (MoLSA). It is responsible for social policy (e.g. people with disabilities, social services, social benefits, family policy), social security (e.g. pensions, sickness insurance), employment (e.g. labour market, employment support, employment of foreigners), labour legislation, occupational safety and health, equal opportunities of women and men, migration and integration of foreigners, European Social Fund and other social or labour related issues.

The beneficiary is Czech Social Security Administration (CSSA), which is the organization body of state directed - according to the Act No. 210/1990 Coll. - by the Ministry of Labour and Social Affairs, which provides CSSA also with the methodological guidance.

The CSSA is the biggest financial-administrative body in the Czech Republic and an amount of financial resources (incomes and expenditures) is about 550 billion CZK. Main tasks of the CSSA are to collect contributions for the basic pension insurance system, the sickness insurance scheme and the system of state employment policy (unemployment insurance and employment policy programs) and to arrange the calculation and payment of benefits from the above mentioned schemes as well as the keeping of records on insured individuals (excluding the state employment policy system).

The CSSA is divided into the Central Administration (headquarters in Prague) and District Social Security Administration (DSSA, 91 administrations), including 15 DSSA with responsibility at the regional level. The CSSA, including the district branches, employs approx. 8,500 staff members.

Steering Committee
There will be established Steering Committee of the project. It shall be composed of the representative of CFA, CFCU, representative of MoLSA and CSSA and project leaders. It will coordinate and supervise the implementation of activities and will meet at least every three months.

5. Detailed Budget (M €)

<table>
<thead>
<tr>
<th>M€</th>
<th>Transition Facility support</th>
<th>Co-financing</th>
<th>Total cost (TF plus co-financing)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>Investment Support</td>
<td>Institution Building</td>
<td>Total Transition Facility (I+IB)</td>
</tr>
<tr>
<td>Twinning contract</td>
<td>0,400</td>
<td>0,400</td>
<td>0,010 (***)</td>
</tr>
<tr>
<td>Total</td>
<td>0,400</td>
<td>0,400</td>
<td>0,010</td>
</tr>
</tbody>
</table>

(*) contributions from National, Regional, Local, Municipal authorities, FIs loans to public entities, funds from public enterprises

(**) Private funds, FIs loans to private entities

(***) The following activities will be financed from the parallel co-financing provision in the budget table (chapter 313 MoLSA): study visits travel costs, seminar venues, office space and facilities for MS expert

The amounts for national co-financing indicated in the table correspond to cash co-financing. Contributions from the Czech administration for the effective implementation of the twinning may be further detailed in the twinning contract.

VAT does not constitute eligible expenditure except where it is genuinely and definitely borne by the final beneficiary. VAT which is considered recoverable, by whatever means, cannot be considered eligible, even if it is not actually recovered by the final beneficiary or individual recipient.

6. Implementation Arrangements
6.1 Implementing Agency
The Central Finance and Contracts Unit (CFCU) is the Implementing Agency responsible for administrative and financial implementation of the project (tendering, contracting, payments). The contract person is Mr. Jan Slavíček, Programme Authorising Officer (PAO), phone +420-2-5704-4551, fax +420-2-5704-4550, e-mail: jan.slavicek@mfcr.cz

National Contact Point (NCP) of Centre of Foreign Assistance (CFA) is Ms. Jana Hendrichová, Director dpt.58- phone +420-2-5704-4568, e-mail: jana.hendrichova@mfcr.cz. The CFA is fully responsible for overall monitoring and interim evaluation of the project.

6.2 Twinning
Twinning arrangement is envisaged with MoLSA as the beneficiary institution.
The Contact person at MoLSA is Mr Cestmir Sajda, Deputy Minister of the European Integration and International Relations Section, Ministry of Labour and Social Affairs, tel. +420 2 21922300, fax +420 2 21922223, e-mail cestmir.sajda@mpsv.cz.

The contact person at the CSSA is Ms Jitka Konopásková, Head of International Liaison Department, tel. +420 2 5706 2115, fax: +420 2 5706 3032, e-mail: jitka.konopaskova@cssz.cz.

6.3 Non-standard aspects
n.a.

6.4 Contracts
1) Twinning 0,400 M€ (TF contribution) + 0,010 (national parallel co-financing)

7. Implementation Schedule
7.1 Start of tendering/call for proposals
   Twinning 3Q/2007
7.2 Start of project activity
   Twinning 1Q/2008
7.3 Project Completion
   Twinning 1Q/2009

8. Sustainability
The CSSA Staff assigned to implement the above mentioned activities is appropriately experienced and has the necessary skills to undertake the required tasks. CSSA also has adequate staff and financial resources to maintain project results beyond the end of the project.

9. Conditionality and sequencing
The project relates to the adoption and enforcement of the new Regulation. Therefore it must also take into account the preparation and adoption of the Implementing Regulation. As the Implementing Regulation will not be in force from 1/1/2007 as originally planned, the implementation schedule reflects the delayed enforcement.

ANNEXES TO PROJECT FICHE
1. Logframe planning matrix
2. Detailed implementation chart
3. Contracting and disbursement schedule
4. Conception of continuous education of employees in the area of EC law on social security in the CSSA
**LOGFRAME PLANNING MATRIX**

<table>
<thead>
<tr>
<th>Project Title: Strengthening of the Czech Social Security Administration capacity in the field of social security coordination</th>
<th>Programme name and number</th>
<th>TF 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracting period expires:</td>
<td>Disbursement period expires:</td>
<td></td>
</tr>
<tr>
<td>15 December 2008</td>
<td>15 December 2009</td>
<td></td>
</tr>
<tr>
<td>Total budget: 0,410 M€</td>
<td>Trans. Facility budget: 0,400 M€</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall objective</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>• To improve the social security coordination, guarantee equal treatment and contribute to the free movement of persons.</td>
<td>• Acknowledgement by the European Commission</td>
<td>Relevant EC documents</td>
</tr>
<tr>
<td></td>
<td>• Increase of administrative and judicial capacity of Czech institutions</td>
<td></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>
<tbody>
<tr>
<td>• To provide updating of knowledge of CSSA employees with respect to the new acquis in the area of European social security coordination.</td>
<td>• CSSA and its regional offices capable to deal within the EU as a modern insurance institution being able to manage and administer all aspects of free movement of persons</td>
<td></td>
<td>• Appropriate legislative and institutional provisions, where relevant, in effect</td>
</tr>
<tr>
<td></td>
<td>• Proper enforcement of the Reg. No. 883/2003 towards all relevant subjects including the system measures within the CSSA, especially updating the information system for free movement of persons</td>
<td>• Evaluation from relevant national and EU bodies</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• EC documents</td>
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<tr>
<td></td>
<td></td>
<td>• Audit reports at various levels</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Results</th>
<th>OBJECTIVELY VERIFIABLE INDICATORS</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twinning (0,400 M€)</td>
<td>3 workshops for trainers held - each approx. for 30 persons</td>
<td></td>
<td>• All tasks under umbrella of this Project are effectively coordinated and all people involved are well informed</td>
</tr>
<tr>
<td>• CSSA trainers trained in social security coordination (pensions benefits, sickness benefits, legislation applicable) incl. related ECJ verdicts;</td>
<td>Testing and successful certification of 30 trainers</td>
<td></td>
<td>• Personal capacity of CSSA strengthened as planned in order to ensure proper implementation of acquis</td>
</tr>
<tr>
<td>• CSSA trainers tested and certified;</td>
<td>3 workshops for trainees in total for approx. 180 persons</td>
<td></td>
<td>• Transformation of CSSA in force</td>
</tr>
<tr>
<td>• CSSA staff (Headquarters staff and staff of selected regional offices) trained in social security coordination;</td>
<td>Recommendations on organisation and methodology on accidents at work and occupational diseases drafted, submitted and accepted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Know-how and recommendations to Czech institutions and law experts formulated and provided;</td>
<td>Updated training module</td>
<td></td>
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<tr>
<td>• Recommendations on organisation and methodology in the branch of accidents at work and occupational diseases formulated;</td>
<td>Updated e-learning module and materials</td>
<td></td>
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<tr>
<td></td>
<td>Recommendations for CZ legislation drafted and submitted</td>
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</tbody>
</table>
Actualised training module and training materials for the application of EU coordination rules (No. 883/2004 and new Regulation No.574/72) developed;
Actualised e-learning module EUNO2 developed;
Text of a new training e-learning module on legislation applicable developed;
Transparency of the CZ legislation in the area of social security increased;
Higher level of unified interpretation and implementation of acquis communautaire in Czech institutions involved reached

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Assumptions</th>
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</thead>
<tbody>
<tr>
<td>Training of CSSA trainers (3 workshops, approx. 30 persons) in the novel of the social security coordination regulations (pensions benefits, sickness benefits, legislation applicable) incl. related ECJ verdicts; Testing of trainers (approx. 30 persons) in application of new EU coordination rules in written form; Training of CSSA Headquarters and selected regional offices staff (approx. 100 persons) in social security coordination; Organising law seminar specialized at interpretation of EU social security legislation in the ECJ and national courts praxis inclusive procedural matters for law experts from CSSA, MoLSA, Ministry of Justice and other Czech competent institutions (approx. 40 persons); Organising a seminar specialized on legislation applicable in the terms of latest developments in this area in Europe (legal interpretation, ECD, application of Code of good practise) and MS’s praxis and collaboration for experts from CSSA, health companies, International Reimbursement Centre, labour offices, MoLSA, Ministry of Health</td>
<td>Twinning (0,400 M€) (TF contribution) +0,010 (national parallel co-financing)</td>
<td>All tasks under the umbrella of this project are effectively coordinated and all people involved are well informed</td>
</tr>
<tr>
<td>Experts’ profile: 1 RTA (12 months) and approx. 9-10 STEs (in total approx. 230 man-days) for analysis, recommendations and overall outputs coordination. Only public servants or mandated body staff are/is eligible as RTA, STEs and Project Leader. RTA’s profile • is a highly qualified expert with university degree • has good knowledge of the social security coordination rules and their implementation, eventually with the administration of EU related cases • useful is his/her previous participation in preparation of Reg. No. 883 and its implementing Regulation • has at least 5-years experience in social security and is specialised either in training, or in one of the further mentioned subjects as the STEs • has good organisational and communication skills • he/she is responsible, in close cooperation with</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Training materials of CSSA to be updated are set up</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CSSA’s transformation process in progress</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Modules for EU coordination rules of CSSA to be updated and fulfilled are set up</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Satisfactory participation in the training programmes on the part of the key personnel</td>
</tr>
</tbody>
</table>
Organising a seminar specialized at coordination rules in the field of accidents at work and occupational diseases (cca 40 specialists from CSSA and MoLSA);

Organising a workshop specialized on international cooperation in the field of accidents and work and occupational diseases (cca 10 specialists from CSSA Headquarters), formulating of recommendations;

Discussing and formulating recommendations to Czech institutions and law experts concerning the implementation of ECJ into the national level praxis;

Actualisation of current training module and materials for the application of EU coordination rules, in cooperation with CSSA experts;

Actualisation of the text of current e-learning training module EUO2 (2nd special level - EU-Social Security) for the application of EU coordination rules;

Drawing up a text of a new special e-learning module on legislation applicable;

Realising of 2 study visits as a part of training of trainers (each 5 persons for 4 days) - one in pensions, one in sickness benefits and legislation applicable that would enable to study both training and implementing methods in other competent institution in praxis;

CSSA, for preparation of relevant documents and coordination of all activities

he/she will participate in some activities according to his/her specialisation and he/she will be responsible for testing trainers

Project Leader (MS)

has knowledge about the project’s item, has 5-years experience, previous participation on similar projects will be of favour

is responsible for project management, especially human resources, budget discipline

solves problem in cooperation with RTA and Steering Committee members

is responsible for generating of outputs and meeting the objectives

Approx. 4 STEs for training have a law education and be specialised in one of the subjects - pensions, sickness benefits in cash, legislation applicable, with at least a 3-years experience in training. Relevant administrative experience from the social insurance institution will be of favour. All subjects in the projects should be covered.

Approx. 5 STEs for law seminar have at least 10 years experience in the subject and have a law graduation. One STE has a relevant experience with e-learning (producing texts).

Preconditions: The New implementing Regulation No.574/72 is adopted and come into force.


**DETAILED IMPLEMENTATION CHART**

ANNEX 2

Project Title: **Strengthening of the Czech Social Security Administration capacity in the field of social security coordination**

<table>
<thead>
<tr>
<th>Year Action</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>F</td>
<td>J</td>
<td>F</td>
</tr>
<tr>
<td>1) Twinning contract</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start of tendering</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Start of project activity</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Project completion</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
### CONTRACTING AND DISBURSEMENT SCHEDULE

#### Cumulative Quarterly Contracting Schedule (M€)

<table>
<thead>
<tr>
<th>Project Title</th>
<th>3Q/07</th>
<th>4Q/07</th>
<th>1Q/08</th>
<th>2Q/08</th>
<th>3Q/08</th>
<th>4Q/08</th>
<th>1Q/09</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strengthening of the Czech Social Security Administration capacity in the field of social security coordination</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.400</td>
<td>0.400</td>
</tr>
</tbody>
</table>

#### Cumulative Quarterly Disbursement Schedule (M€)

<table>
<thead>
<tr>
<th>Project</th>
<th>3Q/07</th>
<th>4Q/07</th>
<th>1Q/08</th>
<th>2Q/08</th>
<th>3Q/08</th>
<th>4Q/08</th>
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**ANNEX 4**

**CONCEPTION OF CONTINUOUS EDUCATION OF EMPLOYEES IN THE AREA OF EC LAW ON SOCIAL SECURITY IN THE CSSA**

**Year 2006 and following**

1. **Attendance courses for all new employees, in some case for staff outplaced to professional activities**: Lecture: „Introduction to EC law on social security“ (2 h)

2. **Training of all RSSA (Regional Social Security Administration) methodology staff in EC law on social security** (twice a year).

3. **Training of DSSA (District Social Security Administration) employees - experts on international affairs from social insurance, collection of premium and control divisions** (1 week twice a year)

4. **Training of new staff of pension insurance benefits payments execution section in application of EC law on social security** (2-month course)

5. **Training of employees of pension insurance benefits payments execution section in application of EC law on social security** (2-month course)

6. **Update training on the occasion of fundamental changes in international and EC legislation for all groups of employees of the CSSA** (every time 1-2 days ad hoc)

Other components of CSSA staff training are being preserved in accordance with the approved **Conception of Human Resources Management at the CSSA**:

- Language training of staff
- Specialized and update courses in compliance with respective branch of social security etc.

Even in the future **e-Dv courses** are going to be used:
- **General course in EC legislation - EUNO1** (obligatory for all employees of the CSSA, i.e., 8500 employees)
- **A specialized course EUNO2** (obligatory for employees dealing with international affairs at all levels of the CSSA, i.e. 1200 employees).

E-DV courses are going to be continuously updated. During the first quarter 2006 the EUNO2 course will be updated, others in connection with new coordinating regulations.