STANDARD SUMMARY PROJECT FICHE

1. Basic Information

1.1. Désirée Number 2002/000-579.05.03
   Twinning light EE02-IB-AG-03

1.2. Title: Development of Agricultural Information Management Systems
1.3. Sector: Agriculture
1.4. Location: Estonia, Tartu

2. Objectives

2.1. Overall objective(s):

Implementation of CAP support measures and related veterinary issues from the date of accession to EU.

2.2. Project purpose:

(1) Installation of functioning Integrated Administration and Control System (IACS) for administering CAP direct support measures and its connections with agri-environment area based measures of regulation No. 1257/1999.
(2) Information system established for veterinary control purposes for the animal identification and movement control.

2.3. Accession Partnership and NPAA priority

Accession Partnership 2001:
   - Agriculture
     - “Up-grade the capacity of the agricultural administration and complete preparations for the enforcement and practical application of the management mechanisms of the Common Agricultural Policy, in particular the Integrated Administration and Control System and the Paying Agency.”
     - “Complete system of animal identification;”

2001 Regular Report on Estonia’s Progress Towards Accession:
Chapter 7: Agriculture:
“In the area of horizontal measures further attention needs to be paid to the development of the intervention agency and to the preparation of IACS (particularly the landparcel system).”

NPAA 2002-2003:
   Part III, Chapter 7, Agriculture
   7.2 Common Agricultural Policy
   Implementation
   /.../
These funds will enable the procurement of software solutions for integration of different databases and administration of rural development supports in full accordance with the rules of the EU.

7.1 Internal Market; 7.1.1 Veterinary sector
As a co-operation between the Veterinary and Food Board and Agricultural Registers and Information Board (ARIB) the necessary references, which are missing, will be implemented to the system of identification and registration of the animals to register the buildings of animal keeping to a single ARIB database (regulation 1760/2000).

2.4. Contribution to National Development Plan
Not applicable

2.5. Cross Border Impact
Making the CAP funds available to the Estonian farmers will improve the quality of foodstuffs used by all EU nations. Establishing the animal register will ensure that the movement of animals will be followed to avoid pestilence in overall EU.

3. Description
3.1. Background and justification:
3.1.1 Background
Upon the signature of Europe Agreement the Republic of Estonia has agreed to adopt the acquis communautaire by the date of accession to European Union. The agriculture sector in EU is highly regulated under the provisions of the Common Agricultural Policy (CAP). The objectives of the CAP are achieved by supporting EU farmers with a number of measures protecting them from the influence of world markets.

Administration of the support measures is complex and the agricultural sector must be able to implement the necessary support measures according to the EU regulations. To meet this need it is necessary to develop administrative management information systems supported by appropriate IT structures.

The other aspect of enlargement is the need for rapid information exchange between the competent authorities within the Member States on the movement of animals and goods subject to veterinary and food control, information on animal infectious diseases and notifications on food safety. Estonia also intends to take into account possible future requirements (e.g. the White Paper on Food Safety).

According to these elements the project is further divided into two basic components: (1) IACS and (2) veterinary issues (see project purpose 2.2).

The two components are in many ways independent, but the common ground and one of the basic elements for both of these issues is the animal identification
and registration system. Therefore it is essential to guarantee the harmonised development regarding all requirements and institutions involved and the IT software solution should be common.

Following this requirement the two components have been merged into this one project.

### 3.1.2 Justification

**Component (1):**

**Development of IACS software** (see project purpose 2.2 (1))

Previous Phare projects (see section 3.2) have provided expertise and support to develop Integrated Administration and Control System (IACS) in the Agricultural Registers and Information Board (ARIB). ARIB will be the main institution responsible for administrating all CAP support schemes (including direct payments and structural measures) and keeping IACS related databases.

Preparing the project nr EE00/IB/AG-01 the objective was defined to establish fully operational IACS system (see 3.2.2). Already by the time of preparation the twinning covenant it was stated by twinning experts and repeated by several short-term experts afterwards, that the scope of the work and investment was highly underestimated. It was also stated by the feasibility study under the framework of ES9912 project preparation facility (see Annex 4). The gap analysis of the existing system and future requirements carried out within feasibility study are presented in Annex 10.

The aim of this project is to concentrate on development of fully integrated IACS software. The basic structure of IACS elements is presented in Annex 7. In Annex 6 there are presented the comparative analysis between existing elements in ARIB and final goal based on the feasibility study and expertise of the Phare Project EEOO/IB/AG/01. In Annex 6 there is also stated which elements of IACS system will be developed within budget of Phare Project EEOO/IB/AG/01 and which is the additional budget need to finish development of this elements within this project.

The IACS software system includes nine basic components:

1. General system – includes rules and measures to ensure data security of the whole system (passwords, itemised access to the data’s etc.), EC No 1258/99; 1663/92,
2. Applications register – Contains the main data for clients and also payment data for applicants EC No 2419/2001,
3. Field register – Contains data (size and location) of the fields based on the ortophotos, to enable avoid the double payments for one land parcel, EC No 2419/2001,
5) Administration system for area subsidies – Enables administration (applications, data check, risk analyses, controls, payments, recording) of all EU area based subsidies EC No 1251/1999, No 2316/1999, 2419/2001


7) Cross check software for agro-environment area based measures, enabling administration of (applications, data check, risk analyses, controls, payments, recording) agro-environment subsidies EC No 2419/2001, No 1257/1999, No 1750/1999 Articles 46, 47, 48

8) Accounting/Payment system – Enables automatically accounting, paying and recording of the payments EC No 1258/1999,


Explanations:

Add. 1) In ARIB there exists security system for SAPARD and national subsidy schemas, which controls the access to the system via password check. To guarantee the security of IACS system a fully developed general security system has to be installed, including the following elements;
- central system, links
- general surface
- access system
- history of rights

Add. 2) Collection of general data about applicants based on national support schemas is going on. Several additional information as mentioned below have to be retained. This requires exhaustive software development either on the existing register or on a totally new one. The costs are estimated to be equal in both cases. Missed elements;
- information on applicants,
- information on all applications connected to the applicant,
- holdings information,
- special information,
  eg. premium rights.

Add. 3) In the framework of Phare Project EE/IB/AG-01 field register will be developed. Under the project ortophotos will be made and field blocks digitalised. From the software development funds the field register database and its management software will be developed. Field register will be operational by the end of 2002. The structure of the register has to be changed to contain data on the eligibility of fields.
Under EEOO/IB/AG/01 there are funds allocated for ortophotos and digitalisation (Contract 1: € 1 060 000 ) Activities will be ended 02/03. Under current project the links to other IACS components have to be created.
Add. 4) There exists register for cattle, sheep and goats, but without possibility for the tracing of animal movements and appendix for veterinary purposes. The possibility to use register for subsidy payment purposes is weakly developed. Information for IACS is available, but it is not sufficient for veterinary purposes. Animal register has to be developed for veterinary purposes and the compatibility with IACS shall be ensured.

Add. 5) and 6) Up to now on the national budget the software for some national subsidy schemes is developed for ARIB, but doesn’t meet all the EU requirements. Due to the need for conformity of the total system it cannot be further developed. The new software has to be developed.

Add. 7) Area based agro-environment measures are closely linked with IACS system to make crosschecks to avoid double payments, therefore it is necessary to integrate also these measures. Common software system should be developed for the possibility to integrate the administration of the other measures of regulation 1257/1999 into the system at a later stage.

Add. 8) Only for SAPARD the Axcapta program is used, not developed for IACS requirements. Especially modules for automatic payment and accounting have to be implemented.

Add. 9) No software for risk analyses and control software operational. It has to be developed.

The relevant EU legislation concerning the requirements of the support management system is listed in Annex 5.

The software has to be developed as one organic system to enable the crosschecks between the databases to avoid double payments and to be user-friendly. System has to be easy manageable and enable further development. To develop single elements separately hides the risk for system to be not integrated and working. Therefore is necessary to solve this task complexly to have fully functional system in time for accession – one contract.

The possibility to use existing databases (field register, animal register, applicants register) has to be considered and decided by new software developer.

The project tender will be prepared according to suggestions by the twinning experts and the activities will complement the results of project EE00/IB/AG-01.

The hardware component is based on the estimation of feasibility study (see annex 4).

All the software tendered will remain in ARIB and will be operated there. For all the other users necessary links for accessing relevant databases shall be created.
Component (2):
Veterinary Control requirements (see project purpose 2.2 (2))

Development of an animal register in connection with IACS is part of the project as explained above. There is also a need to bring the existing databases on veterinary and food control up to EU requirements. Estonia has to develop and upgrade relevant databases in order to fully comply with the system of identification, registration and tracing of animals stipulated in EU legislation (Council Directives 64/432/EEC, 92/102/EEC and 2000/15/EC, Council Regulation (EC) No 1760/2000 and Commission Regulations (EC) No 494/98, (EC) No 2628/97, (EC) No 2629/97 and (EC) No 2630/97).

The national legal basis for the development of this information system is stipulated in Databases Act, Veterinary Activities Organisation Act, Animal Infectious Diseases Control Act, and in the secondary legislation enforced on the basis of these Acts.

The aim of the project is for Estonia to have an animal identification, herd registration, tracking and tracing system.

The animal identification and movement database will be created in harmonisation with the EU legislation relating to an Animal Identification as described in the following table:

<table>
<thead>
<tr>
<th>Directive/Regulation</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Council Regulation (EC) No 1760/2000 repealing Regulation (EC) No 820/97</td>
<td>establishing a system for the identification and registration of bovine animals and regarding the labelling of beef and beef products;</td>
</tr>
<tr>
<td>Commission Regulation (EC) No 494/98</td>
<td>laying down detailed rules for the implementation of Council Regulation (EC) No 820/97 as regards the application of minimum administrative sanctions in the framework of the system for the identification and registration of bovine animals;</td>
</tr>
<tr>
<td>Commission Regulation (EC) No 2630/97</td>
<td>laying down detailed rules for the implementation of Council Regulation (EC) No 820/97 as regards the minimum levels of controls to be carried out in the framework of the system for the identification and registration of bovine animals;</td>
</tr>
<tr>
<td>Commission Regulation (EC) No 2628/97</td>
<td>laying down detailed rules for the implementation of Council Regulation (EC) No 820/97 as regards transitional provisions for the start-up period of the system for the identification and registration of bovine animals;</td>
</tr>
<tr>
<td>Commission Regulation (EC) No 2629/97</td>
<td>laying down detailed rules for the implementation of Council Regulation (EC) No 820/97 as regards ear tags, holding registers and passports in the framework of the system for the identification and registration of bovine animals;</td>
</tr>
</tbody>
</table>
The database shall be capable of recording each individual bovine/porcine/ovine/caprine in the country and the following events in its life: birth, movements, death and slaughter.

The database shall record details of locations where the animals are kept, i.e. farm holdings, slaughterhouses, markets, etc. This is necessary for recording movements. All records of locations shall include a map reference and the database shall interface with a Geographical Information System to provide a visual tool to assist with planning and analysis.

The database shall record details of establishments and businesses, e.g. farm businesses, hauliers, ear tag suppliers, veterinary clinics and State Veterinary Administration stations. This is important in establishing responsibility.

The database shall record details of individuals, e.g. veterinarians, owners, keepers, etc. This is important in establishing responsibility.

The database shall provide assistance with managing the ordering of ear tags (including replacement ear tags) from suppliers and shall keep track of used and unused ear tags. A record of allocated Animal Identification Numbers and their status shall be maintained.

The database shall require confirmation of a movement from both the holding of origin and the holding of destination.

The database shall be able to record details of pasture-land and grazing land which shall be recorded as a special type of holding.

The database shall be able to manage a situation whereby an animal is found at a location where, according to the database, it should not be. This information shall be recorded in the database whilst investigations are made as to how the animal arrived at that location.

The database shall be able to record the unaccounted disappearance of an animal, e.g. one that has been stolen.

The database shall determine if animals or herds are subject to movement restrictions and shall prevent the recording of movements of animals under restriction.

The database must be able to provide a number of standard reports, to be defined.

The database shall provide rapid and comprehensive tracing of individual animals and other contact animals. Tracing shall be both backwards and forwards from any selected date and should show where the animal has moved and which other animals it has come into contact with. The database should also be able to reconstitute herds on any particular date and list all animals with a herd between specified dates.

The database shall be interfaced with a GIS system in order that analysis based on geographical mapping may be conducted using the data stored on the database. The type of analysis to be undertaken shall be specified by the VFB.

There is currently an owner-based register for cattle administrated by ARIB which also includes data about the movements of animals. This data will form the basis of the new system (possibly modified depending on the outcome of the systems
analysis or needs of the software for the whole system). The source of data and the possible relationship between new and existing databases in future, which have to be considered in creating relevant software, is shown below.

**Data from ARIB**
- Animal movements database
- Animal owners database
- Animal registering database

The information system should be compatible with the other local and international applications, including such EU information systems as ANIMO, ADNS, RAPEX, SHIFT etc.

User groups for the system are:
- State veterinary officials
- State food control officials
- State public health officials
- Animal breeding organisations
- Farmers
- Abattoirs
- Livestock hauliers
- Authorised veterinarians
- Private veterinarians

The information system will be administered by ARIB and the users of the system will be all official bodies exercising veterinary and food control. ARIB Officials will perform the entry of data into the system. ARIB will insert animal identification and movements data. In addition to these bodies a number of institutions have an interest in the information to be managed by the system. They are referred to later under the institutional framework (see 4. Institutional framework)

Information system shall be one level system. System shall contain one Internet connected server and workstations for end-users. SUN Solaris server and ORACLE database Enterprise Edition 9i with unlimited users access is needed as core of system. All system users shall have ON-LINE access to Internet. (see Annex 10 last row: *Hardware at ARIB*)

Gap analysis between existing system and future requirements as stated in feasibility study (Annex 4) is presented in Annex 7.

3.2. **Linked activities:**

Projects linked with ARIB

3.2. 1. Development of Agricultural Information Systems
(Phare ES98/IB/AGR/01/1)
This project focused on establishing an efficient co-ordination structure for the overall agricultural information systems (EAA, FAN, MIS, IACS). It was the first project concerning development of the IACS system in Estonia.

The main objective of the IACS component was to advise Estonian experts on establishing the system according to EU requirements, especially on establishing support administration infrastructure and evaluating institutional capacities. The main focus was on creating a work plan for further activities.

- The total input of foreign expertise was approximately 350 days.
- Budget for the project was €500,000. (IACS aprox. 20%)
- Project duration: June 1999 – June 2001

3.2.2 Development of Agricultural Support System Administration (Phare EE00/IB/AG-01)

- This project was planned to be the main tool in assisting Estonia to develop an operation IACS system. Both twinning and investment components were included but at the time of preparing the project the complete scope of the IACS system could not be envisaged. The partners were convinced, that necessary IACS elements were already in place and needed more or less to be updated. This conviction was wrong, and therefore at the start of the twinning activities the experts referred to the small investment budget and they then defined more realistic requirements.

The main emphasis in this project is on specific expert advice on setting up the necessary management systems, developing written procedures and legislation. The main scope of the investment component was the development of a land parcel identification system and purchasing the necessary equipment and licenses. Unfortunately, this does not cover the entire IACS requirements and this need is the basis of the new project (see Annex 5).

The total budget was €700,000 for twinning and €2,050,000 for investment (hardware, orthophotos, digitalization) and the twinning covenant was signed in August 2001 for a duration of 18 months.

3.2.3 Development of Market Regulation System for Agriculture (Phare ES2001/IB/OT/01)

The objective of the project is to establish a fully operational intervention system (covering plant, milk, meat production and processed goods) that can be implemented both from national funds and EU funds after accession.

The main project activities are directed towards ARIB and their common management provides the link to IACS and the new project.

3.2.4 Development of administrative capacity for monitoring and evaluation of the agri-environmental program (applied under Phare 2002 framework).
The aim of the project is to develop a functioning system for monitoring and evaluation of the agri-environmental program, especially the unit responsible for executing and coordinating the program. The staff of the monitoring unit (and also other institutions involved in the monitoring and evaluation process) should be trained, guidelines for monitoring developed, technical capability improved and a system for managing the data developed. The requirements are considered below.

Projects linked with VFB

3.2.5 Design of integrated food quality and safety information network (PhareATA 97 – 5387).
The objective of the project was to map the Estonian food control system, determine the needs for hardware and design a network to connect all institutions into one communication system. By the end of the project the food control system was mapped, hardware specifications were made and design for the RAPEX network was completed. Due to the lack of the primary legislation at the time the RAPEX output was only a network connecting all relevant institutions into one network.
Expired in May 1998.

3.2.6 IT equipment for integrated food quality and safety information network (Phare 9610.04).
The project objective was to supply all previously determined institutions at least with one computer and printer, also purchase servers to administer the RAPEX network.
Expired in March 1999.

3.2.7 Installation of equipment for the integrated food quality and safety information network (Phare 9621.02.05).
The project objective was to design a RAPEX software and to install it. All tasks were completed by June 2000.

3.2.8 Strengthening of the food inspection system (Phare ES2001/IB/AG/01)

Start of the project activity in May 2002, duration 24 months.
Establishing an integrated food control system throughout the food chain (animal and non animal origin, processed food, distribution) that includes all the Estonian control bodies: the Veterinary and Food Board, the Health Protection Inspectorate and the Consumer Protection Board as well as the Veterinary and Food Laboratory. High quality of food inspection service; high quality food control laboratories service will be available for inspection authorities; efficient exchange of information concerning food safety and
inspection between food control authorities and all the parties involved in the implementation of food safety and quality legislation will be provided.

3.2.9 Strengthening of administrative system of the Veterinary and Food Board. Twinning Light (Phare ES 0101.02)

Start of the project activity in June 2002, duration 44 working days. The global and specific objectives are a strengthening of the administrative capacity of the VFB and a support to the reorganisation the current veterinary and food control in order to meet the requirements of the EU intra trade *acquis* based control system.

3.2.10 Trial of the Eurovet Animal Identification and Veterinary Surveillance System.

Start of the project activity was in October 2001 and duration is 15 months. The project objective is to implement a live, hands-on trial of the Eurovet system to demonstrate the Eurovet system in order to promote its wider uptake.

Pre-feasibility study

3.2.11 Pre-feasibility study was prepared under ES9912 project preparation facility (Feasibility Study for Phare 2002 project “Agricultural Registers and Management Systems” Letter of contract n° Mändmet24-PHARE-EST-PAO of 14/11/2001). The final report of the assignment was submitted by 15 February 2002 and the conclusions and recommendations are considered by completion of the current project fiche by following the gap analysis between the current system and the future requirements and the need for equipment.

3.3. Results:

1) Assistance provided for ARIB on tendering and implementing the software developed and possible practical adjustments for software procured. (see budget: contract 1 twinning light).

2) Software programmes established and operational for administering CAP direct support measures and agri-environment area based measures of regulation No. 1257/1999 and information system for veterinary control purposes for the animal identification and movement control established. Databases will be integrated into a unique and comprehensive system, therefore avoiding duplicate input or data inconsistency (see budget: contract 2).

3) Required hardware to operate the necessary databases and information systems is procured and operational in ARIB (see budget: contract 3).

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1 For the indicators please see ANNEX 1 – Logical Framework Matrix
3.4. Activities:

Contract 1: Twinning Light (6 consecutive months € 148 700)

1) One short-term twinning expert (€ 96 800)
   Input 6 months
   Tasks: Expert has to act as a PAA and to take responsibility for overall project coordination in place.
   • Preparation of IACS training plans;
   • Overall expertise of IACS software customisation;
   • Organizing training and showing the experience of current systems in practice;
   • Preparation of Terms of References for short-term experts;
   • Reporting
   Profile:
   • Experience in project organisation unit management;
   • Good knowledges on IACS system
   • Experience in planning project assignments and management;
   • Knowledge of iterative methods for software planning in practice;
   • Good knowledge of EU auditing requirements for IACS.

2) Short term experts (2 short term experts, one for the result2 and one for result 3, 30 days each) (€ 33 300)
   Short term expert (1)
   Tasks:
   • Risk management in IACS software preparation process;
   • establishing the aim of the security risk management process;
   • identifying the scope and boundary of the system to be analyzed;
   • gathering information (historical information on failures and vulnerabilities);
   • establishing a target risk.
   The Final result includes a thorough description of the system requirement, a concept of operation, and an identification of the nature of the system assets.
   Profile:
   • Experience of practical teamwork in software development environment;
   • Good knowledges on IACS system
   • Experience of auditing risk management in software development;
   • Knowledge of different risk management theories.

   Short term expert (2)
   Tasks:
   • Control management system for software development;
   • Assistance of preparing trainings
- Audit and report format.
The Final result includes Standard specification and report forms.

Profile:

- Experience of practical teamwork in software development environment;
- Good knowledges on IACS system
- Experience of auditing risk management in software development
- Experience of client-developer relationship.

**MS Project Leader (€ 15 000 Phare, 1 man-month over 6 consecutive months)**

**Tasks:**
- Coordination of project activities and backoffice support
- Coordination of work of team members
- Reporting

Profile:
- Relevant academic background
- High level coordination, managerial skills
- Excellent English language skills and computer literacy required
- Previous Phare experience would be preferable

Twinning component is foreseen to ensure quality of implementation of new software in ARIB.

**Contract 2. Tender for software development (€ 3 010 000)**

**Component (1) (Total cost € 2 110 000, for specific allocations see Annex 6)**

1) General system (cost € 469 000),
2) Applications register (cost € 385 000),
3) Integration of the field register into common IACS system (cost € 50 000),
4) Administration system for area based subsidies (cost € 163 000),
5) Administration system for animal based subsidies (cost € 581 000),
6) Administration of area based agro-environment subsidies (cost € 200 000),
7) Payment/Accounting (cost € 242 000),
8) Risk analyses and control for auditing (cost € 20 000)

For activities 2) and 3) – See Final Report of Feasibility Study Phare 2002 project “Agricultural Registers and Management System” 7.1 Component 1-a

For activity 4) – See Final Report of Feasibility Study Phare 2002 project “Agricultural Registers and Management System” 7.1 Component 1-d

For activity 5) – See Final Report of Feasibility Study Phare 2002 project “Agricultural Registers and Management System” 7.1 Component 1-b
For activity 6) – See Final Report of Feasibility Study Phare 2002 project “Agricultural Registers and Management System” 7.1 Component 1-c

Component 1 is foreseen to build up fully integrated IACS system in ARIB

**Component (2) (Total cost € 900 000)**

Animal ID and movement database with possible link for integrating with animal health and public health surveillance databases in future (Procurement of software and hardware, customisation of software including user manual and training of user) (€ 900 000);

See Final Report of Feasibility Study Phare 2002 project “Agricultural Registers and Management System” 7.1 Component 2-e

Component 2 is foreseen to develop animal register accordingly to EU requirements.

**Contract 3: Hardware procurement** (cost € 217 300 - National Cofinancing)

According to the feasibility study there is need for additional hardware in ARIB to operate the necessary databases and information systems.

The following equipment shall be purchased and operational:
- 1 oracle server (cost € 113 000),
- 1 web server (cost € 17 300), - 1 web server for maps (cost € 24 000), - 2 graphic workstations (cost € 8 000),
- 1 large format scanner (cost € 7 000), - 1 mail server (cost € 27 000),
- network equipment. (Ethernet Switch, Gigabit Switch with UPS, 19"
Rack for network equipment) (cost € 21 000).

Contract 3 is foreseen to ensure the implementation of IACS software in ARIB

3.5. Lessons learned:

As indicated under the section on project justification (3.1.2) this project is necessary because previous support from Phare has not resulted in a fully operational IACS system because the scope of the work and the investment required was not fully appreciated. Furthermore, the need to include veterinary and food control issues had not been addressed. This provides a valuable lesson for the future.

4. **Institutional Framework**

The **Ministry of Agriculture** will be the Estonian co-ordinator of the project. The direct beneficiaries are the following:
- **Agricultural Registers and Information Board (ARIB)**
  ARIB is an agency under the Ministry of Agriculture. One of the main tasks of ARIB is to keep the registers concerning agricultural and other databases, processing and analysing the data. ARIB is also responsible for the development of Integrated Administration and Control System (IACS).
- **Veterinary and Food Board (VFB)**
The VFB is an executive governmental agency within the area of government of the Ministry of Agriculture and it has 16 regional offices. The responsibilities of the VFB include the co-ordination and implementation of the legislation governing veterinary medicine, food safety and animal protection, as well as the provision of state supervision and enforcement.

The VFB is also responsible for the inspection of live animals, producers and processors of food as well as of wholesale services and transport. The Border Service of VFB is responsible for the inspections of live animals, raw material for food and food crossing the border.

Beside the institutions listed above there are number of other institutions interested in this comprehensive information system because the information is relevant and useful in the execution of their respective responsibilities. Several of these organizations are members of the Steering Committee (see 6.1):

- Veterinary and Food Laboratory (Ministry of Agriculture) – priority role is to carry out the statutory testing under various farm animal disease surveillance and food safety control programs, also laboratory testing of imported and exported animals and relevant goods.

- Animal Breeding Inspectorate and Plant Production Inspectorate (Ministry of Agriculture). PPI is responsible for supervision of phytosanitary legislation and the enforcement of phytosanitary measures; this includes seeds, plants, pesticides, fertilisers etc.

Necessary co-operation with other relevant state bodies (ex. Ministry of Environment, Land Board etc.) will be ensured by formal means required by Estonian legislation.
### 5. Detailed Budget

<table>
<thead>
<tr>
<th>Phare Support (EUR)</th>
<th>National Cofinancing</th>
<th>IFI</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment Support</td>
<td>Institution Building</td>
<td>Total Phare (I+IB)</td>
<td></td>
</tr>
<tr>
<td>Contract 1. (Twinning)</td>
<td>133 700</td>
<td>133 700</td>
<td>15 000</td>
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<tr>
<td>1) expert 1</td>
<td>96 800</td>
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<tr>
<td>2) expert 2</td>
<td>16 300</td>
<td>16 300</td>
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<tr>
<td>3) expert 3</td>
<td>17 000</td>
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<td>Reserve 2.5%</td>
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<td>MS Project Leader</td>
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<td>Audit certificate</td>
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<td><strong>Contract 2. Software development</strong></td>
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<td>Component 1</td>
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<td>1) General system</td>
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<tr>
<td>2) Applications register</td>
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<tr>
<td>3) Field register</td>
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<td>4) Administration system for area based subsidies</td>
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<td>163 000</td>
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<tr>
<td>5) Administration system for animal based subsidies</td>
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<td>581 000</td>
<td></td>
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<tr>
<td>6) Administration of area based agro-environment subsidies</td>
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<td>200 000</td>
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<td>7) Payment/Accounting</td>
<td></td>
<td>242 000</td>
<td></td>
</tr>
<tr>
<td>8) Risk analyses and control for auditing</td>
<td></td>
<td>20 000</td>
<td></td>
</tr>
<tr>
<td>Component 2 - Animal ID and movement database with possible link for</td>
<td>900 000</td>
<td>900 000</td>
<td></td>
</tr>
<tr>
<td><strong>Contract 3 (supply)</strong></td>
<td></td>
<td></td>
<td>217 300</td>
</tr>
<tr>
<td>IT equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>2 355 000</td>
<td>133 700</td>
<td>2 488 700</td>
</tr>
</tbody>
</table>

**National co-financing**

National co-financing will come from Estonian state-budget for 2003.

Contract 2 – joint co-financing.

Contract 3 – parallel co-financing.

<table>
<thead>
<tr>
<th>National co-financing</th>
<th>2002</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>State budget</td>
<td>892 300</td>
<td></td>
<td></td>
<td>892 300</td>
<td></td>
</tr>
<tr>
<td><strong>Total national co-financing</strong></td>
<td>892 300</td>
<td></td>
<td></td>
<td>892 300</td>
<td></td>
</tr>
</tbody>
</table>
6. Implementation Arrangements

6.1. Implementing Agency
The CFCU will be the Implementing Agency responsible for tendering, contracting and accounting. Responsibility for the technical preparation, implementation and control will remain with the recipient institution.

PO:
Mr Peeter Seestrand
Head of Department of Public and Foreign Relations
Ministry of Agriculture
Lai 39/41
15056 TALLINN
Ph: +372 6256 129
peeter.seestrand@agri.ee

Ministry of Agriculture will be responsible for the overall co-ordination of this project and ARIB will be responsible for implementation (the software and hardware procured under the project will remain the property of ARIB).

A Steering Committee will be set up to oversee the project implementation. The Steering Committee will meet quarterly and it will include the representatives of ARIB, VFB, PPI, Health Protection Inspectorate, Veterinary and Food Laboratory, Consumer Protection Board, Ministry of Agriculture, the EC Delegation in Tallinn and the Ministry of Finance.

Contact persons in ARIB are:

Mr. Olaf Laurisson
Head of IT Department
The Estonian Agricultural Registers and Information Board
Narva mnt. 3
51009 Tartu
Ph. +372 7 371230
olaf.laurisson@pria.ee

Mr. Imre Lall
Deputy Head of IT Department
The Estonian Agricultural Registers and Information Board
6.2. **Twinning**

**Contact persons for the twinning light will be:**
---
**Mr. Ahti Bleive**
Deputy Director General
Agricultural Registers and Information Board
Narva mnt 3, TARTU
Ph: +372 7371 203
ahti.bleive@reg.agri.ee

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6.3. **Non-standard aspects**

The project consist of twinning and investment components. For investment component the DIS Manual rules will strictly be followed. For twinning component Twinning Manual rules will be followed.

6.4. **Contracts**

The expected number of contracts is 3.

**Contract 1:** Twinning light. € 148 700 (133 700 Phare, 15 000 national co-financing)

**Contract 2:** Tender for software development € 3 010 000 (1 455 000 Phare, 655 000 national co-financing) Will be tendered as one contract with different lots.

**Contract 3:** Hardware procurement € 217 300 (national co-financing)

7. **Implementation Schedule** (see Annex 2)

7.1. **Start of tendering/call for proposals**

September 2002

7.2. **Start of project activity**

January 2003
7.3. Project Completion

December 2003

8. Equal Opportunity

During the implementation of the project there will be no discrimination on the grounds of race, sex, sexual orientation, mother tongue, religion, political or other opinion, national or social origin, birth or other status. Equal opportunities for women, men and minorities will be ensured by the Steering Committee during the implementation of the project. The Estonian laws and regulations concerning the equal opportunities for women, men and minorities will strictly be followed. Equal opportunity for men and women to participate in the project will be measured by recording the experts and consultants employed.

9. Environment

Environment can only be considered in the widest sense – with the improvement of veterinary and food control services the effect on the environment can only be beneficial.

10. Rates of return

The software to be developed within the project for the administration of IACS enhances effectiveness of using labour and EU funds for CAP. Return is in indirect form.

11. Investment criteria

11.1. Catalytic effect:
Without Phare support Estonia will not be able to implement the CAP measures at the moment of accession and to upgrade the veterinary and food control system to the level acceptable in the EU.

11.2. Cofinancing:

Phare funds will be supplemented by Estonian state budget funds in the total amount of €892 300

Contract 1: MS Project Leader € 15 000
  Audit certificate € 5000
Contract 2: Software development € 655 000
Contract 3: IT equipment € 217 300

Co-finance flow data will be made available to the steering committee quarterly.

11.3. Additionality:
Not applicable as ARIB and VFB are state institutions and no private investments are foreseen.

11.4. **Project readiness and Size:**

Project will be ready for implementation in the end of 2002 as soon as tender documentation is prepared. However the following prerequisites are necessary before the implementation of the project:

1) The preparation of procedures, tender documentation and legislative preconditions in order to get the system fully operational;
2) The Ministry of Agriculture shall ensure compliance of IT strategies of the relevant boards

Total project size is € 3 381 000

11.5. **Sustainability:**

The project will be sustainable, as Estonia has declared its commitment to the accession process to the EU. Ministry of Agriculture on behalf of Estonian Government will guarantee financial sustainability and will cover future maintenance and operation costs.

11.6. **Compliance with state aids provisions**

State aids provisions of the Europe Agreement will be respected and Practical Guide to Phare, ISPA and SAPARD contract procedures apply to all investments.

11.7. **Contribution to National Development Plan**

Not applicable.

12. **Conditionality and sequencing**

The main preconditions accented in the feasibility study report are the following:

- Information system strategy of relevant institutions is in compliance and will be approved by Ministry of Agriculture before project activities start
- Draft technical specifications for Contract 1 (component 1+2) is prepared in cooperation with EE00/IB/AG-01 experts, (will be completed by Sept. 2002)
- According to annex 10 and feasibility study, legislation has to be reviewed and adopted
- Necessary human resources in ARIB is defined and recruitment will be in time following relevant sections of recruitment plan.. (Recruitment plan see Annex 11)
- Any additional cost arising during the implementation of the project will be supported by the national budget.
ANNEXES TO PROJECT FICHE

1. Logical framework matrix
2. Time implementation chart
3. Cumulative contracting and disbursement schedule
4. Reference to feasibility /pre-feasibility studies
5. List of relevant EU legislation concerning IACS software requirements
6. Needs of IACS software development according to the expertise and feasibility study
7. IACS Software development components
8. Structure of ARIB
9. Structure of The Estonian Veterinary and Food Board
10. Gap analysis between existing system and future requirements
## LOGICAL FRAMEWORK PLANNING MATRIX

**Project:** Development of Agricultural and Food Control Information Management System

<table>
<thead>
<tr>
<th>Overall objective</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
</tr>
</thead>
</table>
| • Implementation of CAP support measures and related veterinary issues from the date of accession to EU | • Compliance with relevant EU directives and regulations | • Analysis of correspondence with CAP  
• The EU Commission reports |

<table>
<thead>
<tr>
<th>Project purpose</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
</table>
| 1) Installation of functioning IACS for administering CAP direct support measures and its connections with agri-environment area based measures of regulation No. 1257/1999.  
2) Information system established for veterinary control purposes for the animal identification and movement control, | • Information systems installed and operational, and approved by Ministry of Agriculture  
• Operational system for veterinary and food inspection  
• Agri-environmental and 1257/99 measures in place. | • Project reports  
• Necessary human recourses in ARIB  
• IACS structural development completed (EE00/IB/AG-01) | |

<table>
<thead>
<tr>
<th>Results</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
</table>
| 1) Software programmes established and operational for administering CAP direct support measures and agri-environment area based measures of regulation No. 1257/1999 and information system for veterinary control purposes for the animal identification and movement control established. Databases will be integrated into a unique and comprehensive system, therefore avoiding duplicate input or data inconsistency (see budget: contract 1). | Necessary IT programmes installed and operational by the end of 2003;  
• Hardware and software functional at ARIB and VFB centres by end 2003  
• User manual complete and available to users by end 2003  
• Users capable of operating the system by end | • Project reports  
• ARIB IT audit reports  
• Annual statistical reports on veterinary and food control | • Necessary human recourses available for training and operation of the information management system in ARIB and for data management in VFB. |
2) Required hardware to operate the necessary databases and information systems is procured and operational in ARIB (see budget: contract 2)
3) Assistance provided for ARIB on tendering and implementing the software developed and possible practical adjustments for software procured. (see budget: contract 3, twinning light)
<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Cost (€)</th>
<th>Assumptions</th>
</tr>
</thead>
</table>
| **Contract 1: Twinning**  
1) Short term twinning expert  
Tasks:  
• Preparation of IACS training plans;  
• Overall expertise of IACS software customisation;  
• Organizing training and showing the experience of current systems in practice;  
• Preparation of Terms of References for short-term experts;  
Short term experts (2 short term experts, one for the result1 and one for result 2, 90 days each)  
Short term expert (1)  
Tasks:  
• Risk management in IACS software preparation process;  
• establishing the aim of the security risk management process;  
• identifying the scope and boundary of the system to be analyzed;  
• gathering information (historical information on failures and vulnerabilities);  
• establishing a target risk.  
The Final result includes a thorough description of the system requirement, a concept of operation, and an identification of the | **Contract 1:**  
Twinning contract  
1 **Short-term twinning expert (6 consecutive months)**  
| Phare  
Contract 1 | 96 800  
**2 short-term experts**  
MS Project Leader  
Reserve  
Audit certificate | 33 300  
3600  
| 15 000  
5 000 | • There is necessary equipment to run the programs in ARIB  
• Necessary human recourses in ARIB  
• EE00/IB/AG-01 expert reports  
• the preparation of procedures, sender documentation and legislative preconditions in order to get the system fully operational;  
• the creation of an IT strategy within the Ministry of Agriculture and the referring boards |
nature of the system assets.

Short term expert (2)
Tasks:
- Control management system for software development;
- Assistance of preparing trainings;
- Audit and report format.
The Final result includes Standard specification and report forms and project plan.

**Contract 2. Tender for software development**

**Component (1)**
1) General system
2) Applications register
3) Integration of the field register into common IACS system
4) Administration system for area based subsidies
5) Administration system for animal based subsidies
6) Administration of area based agro-environment subsidies
7) Payment/Accounting
8) Risk analyses and administration of on the spot controls

**Component (2)**
Animal ID and movement database with possible link for integrating with animal health and public health surveillance databases in future.
(Procurement of software and hardware, customisation of software including user manual and training of user)

<table>
<thead>
<tr>
<th>Contract 2: Software development supply contract (one tender including all components)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Component 1</strong></td>
</tr>
<tr>
<td>1) 469 000</td>
</tr>
<tr>
<td>2) 385 000</td>
</tr>
<tr>
<td>3)</td>
</tr>
<tr>
<td>4)</td>
</tr>
<tr>
<td>5) 581 000</td>
</tr>
<tr>
<td>6)</td>
</tr>
<tr>
<td>7)</td>
</tr>
<tr>
<td>8) 20 000</td>
</tr>
<tr>
<td>Contract 3: Hardware procurement</td>
</tr>
<tr>
<td>----------------------------------</td>
</tr>
<tr>
<td>1) oracle server</td>
</tr>
<tr>
<td>2) web server</td>
</tr>
<tr>
<td>3) 1 web server for maps</td>
</tr>
<tr>
<td>4) 2 graphic workstations</td>
</tr>
<tr>
<td>5) 1 large format scanner,</td>
</tr>
<tr>
<td>6) 1 mail server, network equipment. (Ethernet Switch, Gigabit Switch with UPS, 19&quot;</td>
</tr>
<tr>
<td>7) Rack for network equipment)</td>
</tr>
</tbody>
</table>

**Preconditions**

- Information system strategy of relevant institutions is in compliance and approved by Ministry of Agriculture.
- Draft technical specifications for Contract 1 (component 1+2) is prepared in co-operation with EE00/IB/AG-01 experts. (will be completed by Sept. 2002)
- Necessary human recourses in
ARIB and VFB is defined and recruitment plan available.
(recruitment plan is ready and available)

- According to annex 10 and feasibility study, legislation has to be reviewed and adopted
- Any additional cost arising during the implementation of the project will be supported by the national budget.
### ANNEX 2  TIME IMPLEMENTATION CHART

Project No:  
Project Title: Development of Agricultural and Food Control Information Management Systems

<table>
<thead>
<tr>
<th></th>
<th>2002</th>
<th>2003</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. Contract 1 Twinning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Contract 2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

T – tendering; C – contracting; I – implementation; A - external audit and control
ANNEX 3 CONTRACTING AND DISBURSEMENT SCHEDULE
Project No:
Project Title: Development Agricultural and Food Control Information and Management Systems

CUMULATIVE CONTRACTING SCHEDULE*

<table>
<thead>
<tr>
<th></th>
<th>2002</th>
<th></th>
<th></th>
<th></th>
<th>2003</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>31.03</td>
<td>30.06</td>
<td>30.09</td>
<td>31.12</td>
<td>31.03</td>
<td>30.06</td>
<td>30.09</td>
<td>31.12</td>
</tr>
<tr>
<td>Contract 1 (Twinning light)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>133 700</td>
<td>133 700</td>
<td>133 700</td>
<td>133 700</td>
</tr>
<tr>
<td>Contract 2 (software development)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2 355 000</td>
<td>2 355 000</td>
<td>2 355 000</td>
<td>2 355 000</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2 488 700</td>
<td>2 488 700</td>
<td>2 488 700</td>
<td>2 488 700</td>
</tr>
</tbody>
</table>

*Contract 2 will be covered by Estonian co-financing.
CUMULATIVE DISBURSEMENT SCHEDULE*

<table>
<thead>
<tr>
<th></th>
<th>2002</th>
<th>2003</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>31.03</td>
<td>30.06</td>
<td>30.09</td>
</tr>
<tr>
<td>Contract 1 (Twinning light)</td>
<td>30 000</td>
<td>60 000</td>
<td>95 000</td>
</tr>
<tr>
<td>Contract 2 (Software development)</td>
<td>1 233 000</td>
<td>1 233 000</td>
<td>1 939 500</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1 263 000</td>
<td>1 293 000</td>
<td>2 034 500</td>
</tr>
</tbody>
</table>

*Contract 3 will be covered by Estonian co-financing.
REFERENCE TO FEASIBILITY /PRE-FEASIBILITY STUDIES.

Pre-feasibility study was prepared under ES9912 project preparation facility (Feasibility Study for Phare 2002 project “Agricultural Registers and Management Systems” Letter of contract n° Mändmets24-PHARE-EST-PAO of 14/11/2001). The final report of the assignment was submitted by 15 February 2002 and the conclusions and recommendations are considered by completion of current project fiche.
List of relevant EU legislation concerning IACS software requirements

- Commission Regulation (EC) No 2419/2001 of December 2001 laying down detailed rules for applying the integrated administration and control system for certain Community aid schemas established by Council Regulation (EEC) No 3508/92,
- Council Regulation (EC) No 1259/1999 of 17 May 1999 establishing common rules for direct support schemes under the common agricultural policy,
- Council Regulation (EC) No 1251/1999 of 17 May 1999 establishing a support system for producers of certain arable crops,
- Regulation (EC) No 1760/2000 of the European Parliament and of the Council of 17 July 2000 establishing a system for the identification and registration of bovine animals and regarding the labelling of beef and beef products,
- Council Regulation (EC) No 1254/1999 of 17 May 1999 on the common organisation of the market in beef and veal,
- Commission Regulation (EC) No 2342/1999 of 28 October 1999 laying down detailed rules for the application of Council Regulation (EC) No 1254/1999 on the common organisation of the market in beef and veal as regards premium schemes,
- Council Regulation (EC) No 2467/98 of 3 November 1998 on the common organisation of the market in sheepmeat and goatmeat,
- Council Regulation (EC) No 1257/1999 of 17 May 1999 on support for rural development from the European Agricultural Guidance and Guarantee Fund (EAGGF) and amending and repealing certain Regulations.
### Needs of IACS software development according to the expertise and feasibility study

**ANNEX 6**

<table>
<thead>
<tr>
<th>Nr</th>
<th>Elements</th>
<th>Current situation</th>
<th>Additional requirements</th>
<th>Content</th>
<th>Budget (Twinning covenant)</th>
<th>Finished</th>
<th>Software development</th>
<th>Estimated costs based on market prices</th>
<th>Additional TA needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General system</td>
<td>For the SAPARD and national measures a security system is installed, which controls the access to the system via password check. This is only a small part of the general system. Because of a totally different structure it cannot be used in the future system.</td>
<td>1.1 Additional structural development</td>
<td>1.1 Development of structure</td>
<td>e 1 - e 3</td>
<td>02/03</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1.2 Training</td>
<td>1.2 Training in system software (Oracle)</td>
<td>e 4</td>
<td>02/03</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>1.3 Development of new software</td>
<td></td>
<td>16 288</td>
<td>02/03</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

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<p>| 2 | Applications register | A basic so called support register is in use for national and SAPARD measures. It contains the basic data of the applicant and payment data. It does not contain single application data over the years and it is not linked with other registers or applications. (The applications reg. is the main part of the IACS system and the basis for all control procedures and connections to the required registers. The existing support register does not fulfill any of these functions.) |
| 2.1 Additional structural development | 2.1 Development of structure |
| 2.2 Development of new software |
| 2.2 Applications register | 385 000 | Training |
| 3 | Field register | There is a field register, but it has to be further developed. |
| 3.1 Additional structural development | 3.1 Further development of the structure |
| 3.2 Ortophotos and digitalization |
| 3.3 Training |
| 3.4 Development of new software |
| 3.4 Integration in the IACS system | 50 000 |
| 4 | Animal register | Information for IACS is available in existing register, but it is not sufficient for veterinary purposes. |
| Animal register has to be developed for the veterinary purposes and the compatibility with IACS shall be ensured. |
| Analysys of IACS requirements of the animal register |
| 4. Animal register (Component 2) | 900 000 |</p>
<table>
<thead>
<tr>
<th></th>
<th>Administration system for area subsidies</th>
<th>Software not in compliance with EU requirements</th>
<th>5.1 Additional structural development</th>
<th>5.2 Development of new software</th>
<th>5.1 Development of procedures</th>
<th>a 1</th>
<th>02/03</th>
<th>163 000</th>
<th>Further development of procedures and application forms, training</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Administration system for animal subsidies</td>
<td>Operational for national measures. Not in compliance with EU regulations.</td>
<td>6.1 Additional structural development</td>
<td>6.2 Development of new software</td>
<td>6.1 Development of procedures</td>
<td>a 1, b 4</td>
<td>02/03</td>
<td>581 000</td>
<td>Further development of procedures and application forms, training</td>
</tr>
<tr>
<td></td>
<td>Cross check software for agri-environment area based measures</td>
<td>7.1 Additional structural development</td>
<td>7.1 Development of procedures</td>
<td>7.2 Development of new software</td>
<td>7.2 Administration software for animal subsidies including the necessary checks and connections to the registers</td>
<td>200 000</td>
<td>Further development of procedures and application forms, training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------------------------------------</td>
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<td>-------------------------------------------------------------------</td>
<td></td>
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</tr>
<tr>
<td>7</td>
<td>Not operational. SAPARD measures are administrated manually.</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8</th>
<th>Payment/Accounting</th>
<th>8.1 Additional structural development</th>
<th>8.1 Development of procedures</th>
<th>8.2 Development of new software</th>
<th>8.2 Payment and accounting software</th>
<th>242 000</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Only for SAPARD the Axcapta program is used, where the payments are made manually.</td>
<td>-</td>
<td>a 3, a 4</td>
<td>02/03</td>
<td>-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9</th>
<th>Risk analysis and control software</th>
<th>9.1 Additional structural development</th>
<th>9.1 Development of procedures</th>
<th>9.2 Development of new software</th>
<th>9.2 Risk analysis software and integration</th>
<th>20 000</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No software for risk analysis and control software operational</td>
<td>-</td>
<td>a 2</td>
<td>02/03</td>
<td>-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
IACS Software development components

General system fulfilling the EU requirements for IACS (3508/92 and 2419/2001) and paying agency (1258/99 and 1663/95)

*The numbers correspond to the numbering of the IACS software components throughout the project Fiche*
ARIB structure 2002

Development councillors (2)

Deputy director (1)

Registers department
Head of department (1)
Deputy (1)
Registers secretary (6)

Field Register
Head of unit (1); Head specialist (8)

Animal Register
Head of unit (1); Head specialist (5)

Support Register
Head of unit (1); Head specialist (5)

Statistics and data control unit
Head of unit (1); Analyst (1)

Info & Development Dept.
Head of Department (1)

Info & Secretary Unit
Head of unit (1); Head specialist (2);
PR specialist (1); Secretary (2)

Legal unit
Head of unit (1); head specialist (2)

Personell unit
Head of unit (1); Head specialist (3)

Administrative Department
Head of Department (1)

Book-keeping unit
Head of unit – head accountant (1)
Head specialist (2); Senior specialist (1)

Maintenance unit
Head of unit (1); Senior specialist (2);
Driver (1); Janitor (2)

Regional units
Register’s specialist (15)
National support control inspector (15)
SAPARD support control inspector (30)
Support dep. application receiver (33)

Support department
Head of department (1); Deputy (1)

SAPARD support unit
Head of unit (1)
Analyst (6); Authorizer (3)
Senior specialist-logistics (2)

Direct payment unit
Head of unit (1); Head specialist (7)

Rural development payment unit
Head of unit (1); Head specialist (7)

Control Department
Head of department (1); Deputy (1)

National control unit
Head of unit (1); Head inspector (6)

SAPARD control unit
Head of unit (1); Head inspector (5)

Finance department
Head of department (1)
Deputy (1); Authorizer (2)

Accounting unit
Head of unit (1); Head specialist (3)

Payment unit
Head of unit (1); Head specialist (3)
Structure of The Estonian Veterinary and Food Board

ANNEX 9

VETERINARY AND FOOD BOARD

Director General

Deputy Director General

Councillor

Deputy Director General

Animal Health and Welfare Department
- Animal Health Office
- Animal Welfare Office

Food Department
- Office for Food of Animal Origin
- Office for Food of Non-animal Origin

Administrative Department
- Budgetary Office
- Personnel Office
- IT Office

County Centres of the VFB
- (15)

Border Service of the VFB

Authorized Veterinarians
- (198)

Border Inspection Posts
- (13)
Gap analysis between existing system and future requirements

7.1 Legislation

a) Table to highlight the differences between EU Legislation and the Estonian Rules with regard to Bovine Identification

<table>
<thead>
<tr>
<th>Identification of Animals</th>
<th>EU Legislation</th>
<th>Estonian Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Eartags</td>
<td>Two ear tags required – one in each ear.</td>
<td>Match.</td>
</tr>
<tr>
<td></td>
<td>The format of the ear tag number is prescribed in Commission Regulation EC No 2629/97</td>
<td>Match.</td>
</tr>
<tr>
<td></td>
<td>Ear tag specification describes size, shape and material of the tags, in Commission Regulation EC No 2629/97</td>
<td>Match.</td>
</tr>
<tr>
<td>- Identification</td>
<td>The ear tag must be applied to the animal within 20 days or, in the case of a fully operational database, within 7 days.</td>
<td>Marked within 20 days</td>
</tr>
<tr>
<td>Registration of Animals</td>
<td>- Passports [ - A passport must be issued for each animal within 14 days of the notification of the birth.</td>
<td>No match</td>
</tr>
<tr>
<td></td>
<td>- Animals imported from third countries must be issued a passport within 14 days and animals imported from Member States may have their passports replaced.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- An animal must be accompanied by its passport when it moves.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- However if there is a fully operational database, a passport is only required for animals for export.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- The passport must be returned to the competent authority within 7 days of the death of the animal.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- On-farm register [ - An on-farm register must be kept at each farm, giving details of the animals.</td>
<td>Match</td>
</tr>
<tr>
<td></td>
<td>- The on-farm register must comply with the specification laid down in Commission Regulation EC No 2629/97.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- The on-farm register must be made available on request to the Competent Authority.</td>
<td></td>
</tr>
</tbody>
</table>

---

### Database
- The information to be recorded on the database is specified in article 14, Council Directive 97/12/EC.
- Births, deaths and all animal movements must be recorded on the database within 7 days of the event.

No match
(There is a database, but it does not fully comply with the EC requirements, in particular the identification of holdings is missing and no tracing possible. The physical location of animals cannot be stated.)

### Controls

#### Inspections & Reporting
- The competent authority shall carry out a risk analysis especially relating to all animal and public health considerations, the number of animals on a holding, the annual bovine premium paid compared with the previous year and any significant changes over the last year. See Commission Regulation EC No 2630/97.
- On-the-spot inspections shall be carried out covering at least 10% of all holdings per annum and these shall be based upon the risk analysis. See Commission Regulation EC No 2630/97.
- Member States will make an annual report based upon the Commission model with numbers of holdings, numbers of inspections, numbers of animals inspected, breaches found and sanctions imposed. See Commission Regulation EC No 2630/97.

No match

### Sanctions
- The application of minimum administrative sanctions are described in Commission Regulation EC No 494/98

No match
b) Table to highlight the differences between EU Legislation and the Estonian Rules with regard to Pigs

<table>
<thead>
<tr>
<th>EU Legislation</th>
<th>Estonian Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Identification of Animals</strong></td>
<td></td>
</tr>
<tr>
<td>➢ Identification marks to be applied as soon as possible and in any case before animals leave the holding of birth with an ear tag or tattoo making it possible to determine the holding of origin.</td>
<td>Match</td>
</tr>
<tr>
<td>➢ In the case of pure-bred and hybrid pigs, which are entered in a herd book in accordance with Directive 88/661/EEC (11), an alternative registration system is based on individual identification.</td>
<td>Match</td>
</tr>
<tr>
<td>➢ Imported animals shall be marked within 30 days, or before onward movement, unless destined for slaughter within 30 days.</td>
<td>Match</td>
</tr>
<tr>
<td><strong>Registration of Holdings</strong></td>
<td></td>
</tr>
<tr>
<td>Holding register according to the requirements of Art.14 of Directive 64/432/EEC and Art. 2 of Directive 92/118/EEC</td>
<td>No match</td>
</tr>
<tr>
<td><strong>Registration of Animals</strong></td>
<td></td>
</tr>
<tr>
<td>- On-farm register</td>
<td></td>
</tr>
<tr>
<td>➢ An on-farm register must be kept at each farm recording the total number of animals present on the holding.</td>
<td>Match</td>
</tr>
<tr>
<td>➢ The register shall record aggregate movements of animals including records of origin, destination, identity and the date of movement of the animals.</td>
<td></td>
</tr>
<tr>
<td>➢ The on-farm register must comply with the specification laid down in Commission Regulation EC No 2629/97.</td>
<td></td>
</tr>
<tr>
<td>➢ The on-farm register must be made available on request to the Competent Authority.</td>
<td></td>
</tr>
<tr>
<td>- Database</td>
<td></td>
</tr>
<tr>
<td>➢ The information to be recorded on the database is specified in article 14, Council Directive 97/12/EC.</td>
<td>No match</td>
</tr>
<tr>
<td>➢ Movements of porcine animals shall be recorded from a) holding of birth by 31 December 2001, and from b) all other holdings by 31 December 2002.</td>
<td>No match</td>
</tr>
<tr>
<td>➢ There shall be an entry in the database for each separate movement of porcine animals. The entry shall comprise at least the following: the number of porcine animals being moved, the identification number of the holding or herd of departure, the identification number of the holding or herd of arrival and the departure and arrival dates.</td>
<td>No match</td>
</tr>
</tbody>
</table>

c) Table to highlight the differences between EU Legislation and the Estonian Rules with regard to Sheep and Goats
<table>
<thead>
<tr>
<th>Identification of Animals</th>
<th>EU Legislation</th>
<th>Estonian Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Identification marks to be applied as soon as possible and in any case before animals leave the holding of birth with an ear tag or tattoo making it possible to determine the holding of origin.</td>
<td>Match</td>
</tr>
<tr>
<td></td>
<td>Imported animals shall be marked within 30 days, or before onward movement, unless destined for slaughter within 30 days.</td>
<td>Match</td>
</tr>
</tbody>
</table>

| Registration of Holdings | Holding register according to the requirements of Art. 2 of Directive 92/118/EEC | No match |

<table>
<thead>
<tr>
<th>Registration of Animals</th>
<th>- On-farm register</th>
<th>Match.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>An on-farm register must be kept at each farm recording the total number of animals present on the holding.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The register shall record aggregate movements of animals including records of origin, destination, identity and the date of movement of the animals.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The register must at least record the number of animals on a given date each year to be determined by the Competent Authority and also include an up-to-date statement of the number of female sheep and goats over 12 months of age or who have given birth on the holding</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The on-farm register must comply with the specification laid down in Commission Regulation EC No 2629/97.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The on-farm register must be made available on request to the Competent Authority.</td>
<td></td>
</tr>
</tbody>
</table>

**d) Table to highlight the differences between EU Legislation and the Estonian Rules with regard to Equidae**

<table>
<thead>
<tr>
<th>Identification of Animals</th>
<th>EU Legislation</th>
<th>Estonian Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Each equine animal must receive an identification number as a live number (live number must be noted in the identification document = passport).</td>
<td>No match</td>
</tr>
<tr>
<td></td>
<td>Identification documents must be issued for all registered equidae and other equidae born after 01.01.1998. (Not obligatory for not registered equidae born before 01.01.1998)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The identification document (passport) for registered equidae must contain the information of Section I to IX of Decision 93/623/EEC.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The identification document for other equidae must contain at least the information of Section I to IV and IX of Decision 93/623/EEC.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The identification document must accompany equidae during their movements.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The owner of the equidae must decide whether the animal is intended for slaughter for human consumption or not. This is noted in the passport. Once decided not to use the animal for human consumption the decision cannot be reversed. Animals foreseen for human consumption can only be treated with substances mentioned in Annexes I, II or II of regulation 2377/90/EEC.</td>
<td></td>
</tr>
</tbody>
</table>
The registration of holdings and owners is not obligatory;

- Database
  - The registration of the passport data is not obligatory

The amendment of the decision 93/623/EEC to include medicinal treatment in equinae passports became necessary in order to allow for equidae not intended for food-producing medicinal treatments with substances which are prohibited use in food-producing animals. Equidae clearly identified and specifically marked in their identification document as not intended for slaughter qualify for such exemptions.
### 7.2 Databases, Registers and Procedures

<table>
<thead>
<tr>
<th>ISSUE</th>
<th>Present situation</th>
<th>Final goal</th>
<th>EU requirement</th>
<th>Non EU requirement but advisable</th>
<th>Recommended activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>IACS</td>
<td>The IACS system is not in place; only some elements are being developed, but they are not fully integrated.</td>
<td>Fully functioning IACS in compliance with EU regulations</td>
<td>Applicant register, animal ID and movement database, field register integrated and available for veterinary purposes and for the payments of grants and subsidies; support schemes defines; support for on the spot checks available – reg. (EC) 2419/01</td>
<td>Decentralized data input at farm or county office level; use of telematic systems</td>
<td>Integrating, updating and (where necessary) re-engineering the existing modules; implementing the software for the payment of grants and subsidies</td>
</tr>
<tr>
<td>Field Register</td>
<td>At present the field register is being implemented (digitising); 38% of the area has been digitised.</td>
<td>Complete database all fields; connection to the applicant database; possibility of changing data on fields</td>
<td>Art. 4 reg. (EEC) 3508/92 – art. 4 reg. (EC) 2419/01</td>
<td>Field register accessible and editable via the Internet</td>
<td>Completion of digitisation process for the field register (as a prerequisite for the new project); storage of the field register in an Oracle database; Field register accessible and editable via the Internet; connection with the applicant register; implementation of the software for editing</td>
</tr>
<tr>
<td>Support register</td>
<td>At present the support register is only partially implemented. It does not contain information on the farm location.</td>
<td>Complete database on all applicants; for every applicant personal and technical information should be recorded, as well as information on previous for payments of grants and subsidies.</td>
<td>Unique code for all applicants; same code used for the animal ID and movement; database and for the field register - reg. 2419/01</td>
<td>Possibility for the farmer to update on-line his data</td>
<td>Revision of the existing support register; integration with animal ID and movement register and field register; transfer of data on support schemes and payments to the support register</td>
</tr>
<tr>
<td>Animal ID and movement database</td>
<td>Animal ID, movement and Owner registered; No</td>
<td>Fully operational database with all</td>
<td>Yes</td>
<td>-</td>
<td>Development of software under Phare 2002 programme</td>
</tr>
<tr>
<td><strong>Support schemes</strong></td>
<td>The complete list of support schemes has to be defined. For most support schemes the exact amount of grants and subsidies as well as criteria for eligibility are not defined.</td>
<td>Complete definition of grants and agreement on protocols for payments (amounts, criteria for eligibility, constraints, procedures for payment).</td>
<td>Support schemes are defined by various EU regulations, that are regularly updated or modified. The most important ones are reg. (EC) 1571/99, 1574/99, 1577/99 and 1579/99.</td>
<td>Possibility of integrating in the registers the Estonian schemes.</td>
<td>The Ministry of Agriculture and ARIB should work jointly to define the schemes and the protocol for each scheme. When this phase is completed, ARIB can start working on the documentation and on software development.</td>
</tr>
<tr>
<td><strong>Register of other animal holdings (fish, poultry farms ...)</strong></td>
<td>No register</td>
<td>Holdings registered</td>
<td>No</td>
<td>Yes (would enable to integrate the holdings in the animal ID database)</td>
<td>Creation of the register as a temporary Excel database. (VFB) (chapter 2.2,(6) )</td>
</tr>
<tr>
<td><strong>Registration of food processing establishments</strong></td>
<td>Register partly complete</td>
<td>Establishments registered with uniform registration codes</td>
<td>No</td>
<td>Yes (necessary for database to be developed under 7.1 (f) )</td>
<td>Complete registration as a temporary Excel file (VFB (chapter 2.2 (7) ) )</td>
</tr>
<tr>
<td><strong>Animal health surveillance and public health surveillance database</strong></td>
<td>No electronic database or software at present available</td>
<td>Meet requirements as specifies in chapter 4.2</td>
<td>Collection and recording of data is EU requirement, integration with animal ID and movement database optional</td>
<td>Integration with animal ID and Movement database is advisable</td>
<td>Development of software under Phare 2002 programme (chapter 7.1 (e) )</td>
</tr>
<tr>
<td><strong>Controls, Risk Analysis and recording of results of the controls according to</strong></td>
<td>No legal basis, no procedures in place</td>
<td>Execution of controls as prescribed in Regulation</td>
<td>yes</td>
<td>-</td>
<td>Creation of legislation and procedures by VFB (chapter 2.2,(12) ), integration of the records in the animal ID and...</td>
</tr>
<tr>
<td>Commission Regulation (EC) No 2630/97</td>
<td>Software at ARIB</td>
<td>Hardware at ARIB</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-----------------</td>
<td>-----------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>movement database (chapter 7.1 (e) )</td>
<td>Oracle widely used; no advanced tools for queries or statistical analysis</td>
<td>Very advanced local area network; two Oracle servers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Databases and procedures should be fully accessible, in accordance with user profiles</td>
<td>In addition to the existing tools, a further Oracle server for the fully functioning IACS could be added. One web server complete with software for the dynamic creation of web contents, one web server for maps, two graphic workstations, a large-format scanner, a mail-server with e-mail tracking features should be added</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>n.a.</td>
<td>n.a.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Development of web services to access and update data; possibility of accessing portions of the databases using ODBC connections</td>
<td>The acquisition of hardware and software should be done by the contractor. ARIB and VFB may clarify their needs for computer and peripherals for their county offices.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Recruitment Plan of ARIB for implementation of IACS

### ANNEX 11

<table>
<thead>
<tr>
<th>Unit</th>
<th>2001</th>
<th>2002</th>
<th>2003</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registers department</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deputy head of department</td>
<td>39</td>
<td>6</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Registers secretary</td>
<td>1</td>
<td>3</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Registers specialist in region</td>
<td>3</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Field Register head specialist</td>
<td></td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Field Register senior specialist</td>
<td></td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Animal Register head specialist</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Animal Register senior specialist</td>
<td></td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Support Register head specialist</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Support Register senior specialist</td>
<td></td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Statistics and data control unit analyst</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>IT department</strong></td>
<td>13</td>
<td>3</td>
<td>3</td>
<td>15</td>
</tr>
<tr>
<td>Head analyst</td>
<td>1</td>
<td>6</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Head of database unit</td>
<td></td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Database unit head specialist</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Head of technical unit</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical unit head specialist</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical unit senior specialist</td>
<td>1</td>
<td>3</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Financial Department</strong></td>
<td>3</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Head specialist of payments</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td><strong>National support control bureau</strong></td>
<td>3</td>
<td>1</td>
<td>33</td>
<td>2</td>
</tr>
<tr>
<td>Head inspector</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>National support control inspector (in region)</td>
<td></td>
<td></td>
<td></td>
<td>30</td>
</tr>
<tr>
<td><strong>National support bureaus</strong></td>
<td>7</td>
<td>1</td>
<td>7</td>
<td>5</td>
</tr>
<tr>
<td>Direct payment unit head specialist</td>
<td>1</td>
<td>5</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Rural development payment unit head sp.</td>
<td>2</td>
<td>4</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>65</td>
<td>9</td>
<td>8</td>
<td>3</td>
</tr>
</tbody>
</table>

29.10.02 10:50