1. Basic Information

1.1 CRIS Number: 2003/004-582.01.02
1.2 Title: Accession Facility
1.3 Location: Estonia
1.4 Sector: Administrative capacity

2. Objectives

2.1 Overall Objective:
- Strengthening the institutions and administrative capacity for the full application of the *acquis communautaire*.

2.2 Project purpose:
- Legal and institutional framework in compliance with the *acquis communautaire* and administrative capacity enhanced in the areas of internal market, including free movement of persons and free movement of goods, justice and home affairs, agriculture, social policy and employment, energy, environment, regional policy, financial control and financial and budgetary provisions.
- Finalisation of Estonian translations of the *acquis communautaire* for publication in the special edition of the Official Journal of the European Communities.
- Development of local evaluation capacity of EU funded programmes and implementation of regular evaluations of Phare programme.

2.3 Accession Partnership and NPAA priority:

**Twinning light facility**

**Accession Partnership 2001**: It is important that Estonia fulfils the commitments of legislative approximation and the implementation of the acquis in accordance with the commitments made under the Europe Agreement, and in the context of the negotiation process.

**Free movement of persons**

**Regular Report 2002**: The Recognition of Foreign Professional Qualifications Act is already largely aligned with the acquis. However, substantial work remains to be done on legislative framework and the implementing structures.

**Accession Partnership**: Complete alignment of mutual recognition of professional qualifications and diplomas and continue efforts to introduce required administrative structures, education and training programmes.

**Free movement of goods**

**Regular Report 2002**: Estonia has made steady progress in the transposition of EC legislation as well as developing an administrative capacity. However, in order to complete preparations for membership, Estonia’s efforts need to focus on completing the alignment of New Approach Directives and the adoption of European standards, the development of administrative capacity, as well as applying and enforcing the principle of mutual recognition.

**Accession Partnership**: Complete the transposition and implementation of New Approach directives and traditional sectoral legislation.
**Justice and home affairs**

*Regular Report 2002:* Estonia should finalise legislative alignment as regards migration, asylum, money laundering and protection of financial interests of European Communities and ensure enforcement of the laws. Law enforcement agencies should be reinforced, with special attention to the bodies in charge of the fight against organised crime, illegal trafficking in corruption, and improving interagency co-operation. Estonia should continue its preparation for the full implementation of the Schengen acquis and start preparing for the implementation of provisions of the Schengen acquis on police co-operation. Estonia needs to adopt the necessary provisions and ensure administrative capacity in order to guarantee effective implementation of the new visa regulation upon accession. A proper border management plan should be devised with the aim of further developing border control capacities. Training of Border Guards should be reinforced. Estonian legislation should be aligned with the criteria and mechanisms for determining the responsible Member State including provisions on databases, fingerprinting and data protection. As for administrative capacity, adequate implementation of the asylum procedures should be ensured by Border Guards. The capacity of police forces should be further developed. Police management practices should be reinforced and integrated. Regarding the fight against fraud and corruption, the new Penal Code should be amended to specifically foresee fraud affecting the financial interests of the EC. It should also be properly implemented. The capacity to fight drug trafficking should be improved by strengthening the administrative and operational capacities of the law enforcement agencies, especially the police and customs. As regards money laundering, the Financial Intelligence Unit (FIU) should be reinforced. Training activities should be pursued for FIU, economic police, prosecutors, customs officials, bank managers and employees. The training of judges has improved and court information systems have been upgraded. However, development of forms of operational co-operation, including information exchange, between all institutions working in the field of law enforcement, including the prosecutors and the judiciary, should continue. Estonia should also develop national statistical instruments for measuring the crime rate. As far as judicial co-operation in criminal and civil matters is concerned, preparations are largely completed in terms of alignment. Direct contacts between competent judicial authorities should be made possible. *Accession Partnership:* Ensure implementation of Schengen Action Plan. Continue the fight against organised crime; strengthen the capacities to deal with money laundering. Align legislation on visas, legal migration and asylum; implement border and migration legislation to prevent illegal immigration; properly implement the Refugees Act.

**Agriculture**

*Regular Report 2002:* The capacity of the agricultural administration will need to be ensured for the enforcement and practical application of the management mechanisms of the CAP. Further efforts are required in upgrading veterinary and phytosanitary inspection arrangements, with particular emphasis on improvement of laboratory capacity. *Accession Partnership:* 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. Reinforce the food control administration.
Complete veterinary and phytosanitary inspection arrangements, with particular emphasis on improvement of laboratory capacity.

**Social policy and employment**

*Regular Report 2002:* In order to complete preparations for membership, Estonia’s effort should focus on completing transposition in the field of labour law, gender equality and anti-discrimination legislation, effectively implementing the acquis in the areas of public health and safety at work, and developing social dialogue in line with EU practise.

*Accession Partnership:* Ensure proper implementation of EC legislation in particular in the field of equal treatment for women and men. Continue to support social partners’ capacity-building efforts in particular with a view to their future role in the elaboration and implementation of EU employment and social policy, including the European Social Fund, notably through autonomous bipartite social dialogue. Prepare a national strategy, including data collection, with a view to the future participation in the European strategy on social inclusion.

**Energy**

*Regular Report 2002:* Considerable work is needed in order to effectively build oil stocks. Estonia will have to develop adequate administrative structures to monitor the building up of the oil stocks and ensure monthly reporting on oil stocks.

*Accession Partnership:* Make progress in building up levels of oil stocks, and develop adequate administrative structures. Improve energy efficiency, promote the use of renewable energy sources and strengthen the relevant institutions in the area.

**Environment**

*Regular Report 2002:* Estonia has to adopt framework acts in the areas of air and radiation protection. Parliamentary Acts are outstanding in the noise, waste, nature protection, biocides and chemicals areas. Implementing regulations have to be issued as regards waste, noise, industrial pollution and chemicals. There is a need to strengthen the capacity of the Ministry of Environment to prepare legislation.

*Accession Partnership:* Continue strengthening administrative capacity, in particular at regional and local level. Continue to integrate environmental protection requirements into the definition and implementation of all other sectoral policies with a view to promoting sustainable development.

**Financial control**

*Regular Report 2002:* Estonia’s efforts need to focus on completion of implementation of the Public Internal Financial Control system, further implementation of internationally recognised standards and sound management of Structural Funds upon accession.

*Accession Partnership:* Continue to develop internal audit/control units in all spending centres; strengthen managerial accountability and public financial control functions. Strengthen the fight against fraud.

**Financial and budgetary provisions**

*Regular Report:* Estonia needs to focus on ensuring that technical and administrative capacity are sufficient to properly establish and make available the country’s contribution to each of the own resources of the Communities.

**Regional Policy**
Both the NPAA and the Regular Report present an overview of further activities that are needed in order to achieve administrative readiness for the management and implementation of the EU structural funds.

**Translation of acquis communautaire**

*Regular Report 2002:*
3.2. Applicant countries are required to translate the various legal texts constituting the acquis into their national languages by the time of accession. As of May 2002 40,054 Official Journal pages of secondary legislation had been revised. Sustained efforts are required in this area.

**Development of local evaluation capacity**

Chapter 28 (Financial Control) and Chapter 21 (Regional Policy/Structural Funds) set the framework of requirements for developing local evaluation capacity as regards evaluation of public funding.

2.4 Contribution to National Development Plan
   N/A

2.5 Cross Border Impact
   N/A

**3. Description**

3.1 **Background and justification:**

**Twinning Light Facility**

Estonia has achieved a high degree of alignment with the acquis in the large majority of areas and has developed administrative capacity to implement the acquis in a considerable number of fields. However, in certain areas, the judicial and administrative capacity and drafting of secondary legislation need to be continued in order to implement and enforce the acquis.

Estonia has changed its whole legal system over the past decade. Although it is recognised that Estonia has been relatively successful in adopting new laws, the proper implementation of the legal acts still needs to be improved.

At the same time the administrative capacity of Estonian civil service needs to be strengthened. Human resources skills have to be enhanced in order to develop regulatory systems capable of approximating, implementing and enforcing the *acquis*.

This Twinning Light Facility will support the tasks related to the implementation and enforcement activities.

An unallocated institution building envelope is therefore deemed necessary to cover the potential remaining needs in several identified fields through twinning light (Twinning light facility).
The Office of European Integration has identified the following areas that need to be addressed by the Twinning Light Facility: internal market, including free movement of persons and free movement of goods, justice and home affairs, agriculture, social policy and employment, energy, environment, regional policy, financial control and financial and budgetary provisions. The negotiations on these chapters have been provisionally closed.

**Free movement of persons**
In the field of recognition of professional qualifications, the efficiency of the system of qualifications in regulated and non-regulated professions has to be improved.

**Free movement of goods**
The chapter is very wide and involves extensive legal transposition. In most aspects the sector is already regulated by legal acts in conformity with EU legislation. However, the implementing provisions need to be further elaborated. Legal acts are to be updated on a continuous basis in accordance with the changes in EU legislation.

**Justice and home affairs**
The alignment of legislation needs to be finalised, emphasis shall be put on implementing the legislation in this area, especially in the field of money laundering. Amendments need to be made to the Aliens Act and the Penal Code; the Personal Data Protection Act and EU Citizen’s Act have to be enforced. Although work is being done against organised crime, special attention has to be paid on enhancing the capacity of institutions fighting against drug-related crimes. The capacity of police force needs to be developed, including as regards police constables and specialised crime fighting units. A comprehensive and strategic multi-agency approach should be developed to combat organised crime, particularly drug-related crimes.
Concerning the Schengen acquis, preparations are being carried out already with the help of Phare assistance, however, a training programme is needed for personnel involved in the Schengen Information System. In the area of border control, the administrative capacity needs to be developed for implementing the asylum procedures, a border management plan needs to be elaborated to strengthen border control capacity and to enhance multi-agency working, and the training of border guard needs to be reinforced. The quality of enforcement of court decisions needs to be improved and long-term training plan for training of judges in EC law needs to be elaborated and implemented, in connection with the implementation of the new Bailiffs Act. The capacity to act effectively in the field of international judicial co-operation should be increased. Estonian Forensic Service Centre needs to be accredited. Also, further institution building assistance might be needed for the establishment of a DNA database.

**Agriculture**
The chapter is very wide and involves extensive legal transposition. The administrative capacity of the agricultural administration, including the Ministry of Agriculture, has to be enhanced. Estonia has started preparations for using the Structural Funds support in the future as a member state in EU, however agricultural advisers still need to be trained. The veterinary and phytosanitary sectors have to be upgraded as well.

**Social policy and employment**
As for equal treatment of women and men, the legislation is to a large extent in line with the acquis. However, the gender equality dimension needs to be integrated into national and regional strategies based on EU regulations (e.g. Structural Funds regulations). A functioning framework for social dialogue and partnership needs to be created. As for occupational health
and safety, methods for measuring and evaluating the expenses occurred by occupational accidents and diseases need to be elaborated.

**Energy**
Estonia has committed itself to fulfil the requirements of the EU directives 68/414/EC and 98/93/EC that impose an obligation to maintain 90 days’ minimum stocks of crude oil and/or petroleum products based on last year consumption. To meet the requirement, an administrative unit for minimum stock of liquid fuel needs to be established.

**Environment**
There is a need to strengthen the capacity of the Ministry of Environment, in particular to prepare and implement legislation as well as to implement trans-boundary and strategic environmental assessment procedure.

**Financial control and financial and budgetary provisions**
The strategic management capacity of public administration needs to be enhanced at central government and county level.

**Regional Policy**
Phare SPP+ and SPP++ projects are active the field to achieve readiness in programming and administrative structures, respectively. Nevertheless, this support may not be sufficient for last minute needs in, for example, drafting aid schemes under measures.

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**Translation of acquis communautaire**
The translation of the acquis communautaire into Estonian is performed and coordinated by the Estonian Legal Translation Centre (ELTC) (see also point 4, Institutional framework). Translation priorities are set in close co-operation with the ministries and approved by the Council of Senior Civil Servants and the State Secretary.

As at 31 August 2002, the ELTC has finalised (translated and revised) 42 291 OJ pages of the acquis communautaire. The finalised translations include those of primary legislation and secondary legislation. A majority of the finalised translations of secondary legislation are of Regulations having direct effect. By the end of 2003, the ELTC plans to finalise about 60 000 OJ pages of translations. The ELTC’s budget for 2003 is 13 180 000 EEK, which is used for the translation of 20 000 standard pages of acquis communautaire into Estonian and 2400 standard pages of Estonian legislation into English.

According to an announcement made by the Office for Official Publications of the European Communities, the Publications Office intends to publish 80 000 OJ pages of translations in each new language. This means that there will be a need for the ELTC to provide translations of an additional 20 000 OJ pages (according to our estimates, this is about 26 000 standard pages, one standard page being 1800 characters with spaces) of EC secondary legislation, mainly decisions and directives, into Estonian. Also, according to the European Commission's Regular Report on Estonia's Progress Towards Accession (2002), sustained further efforts are required in the area of translation of the acquis communautaire. The ELTC is requesting the funding necessary for the translation of the additional 26 000 standard pages of secondary EC legislation from the PHARE programme for 2003. The requested funding will ensure that the
translations of the acquis communautaire to be included in the special edition of the Official Journal will be completed in due time.
A pilot project covering the translation of 5870 standard pages (the pilot project is implemented in the frame of the Phare project ES01.01.02 “Support for Estonian accession to EU”) will be launched soon. The current project will cover the remaining 20,130 standard pages of translation.

Considering the nature of the project, no NGOs were consulted during the project preparation process. The project aims at institution building at the central government level and the NGOs are not seen as directly benefiting or having a role in the project’s activities.

Development of local evaluation capacity
Provisions for regular monitoring and evaluation of Phare programmes are stipulated in the Phare Financing Memoranda (Annex C, Chapter 4).

The Monitoring and Assessment Scheme of Phare became operational in 1996. The Monitoring and Assessment Scheme was implemented by means of external experts (contracted by the European Commission) producing regularly monitoring and assessment reports. The Scheme incorporated both monitoring and assessment aspects.

Subsequently in 2001 the monitoring and assessment functions were separated. Since early 2001 monitoring of Phare programme is undertaken by national authorities. The decentralised monitoring system is co-ordinated by Ministry of Finance as National Aid Co-ordinator.

The Phare Assessment Scheme was transformed into Phare Interim Evaluation service in May 2001. In the framework of the Interim Evaluation service Interim Evaluation reports of Phare sector programmes are regularly produced by independent consultants, contracted by the European Commission. The contract of the Interim Evaluation Cell will expire in July 2003.

In compliance with:
- The Financial Regulation (Implementation rules, chapter 6 article 20) requiring all programs to be subject to interim and/or ex-post evaluation;
- Chapter 28 (Financial Control) requiring Candidate Countries to establish monitoring and evaluation capacity of public funds irrespective of source by date of accession; and
- The Co-ordination Regulation (Council Regulation No. 1266/1999), Article 11 establishing that pre-accession aid shall also cover expenditure relating to the monitoring, inspection and evaluation of operations;

the component will, in order to sustain the regular evaluation activities after July 2003 and to develop the local evaluation capacity, comprise 2 sub-components:
A) Provision of Technical Assistance to Estonia in preparing the Monitoring Unit of Ministry of Finance under the National Aid Co-ordinator to undertake the responsibilities of the focal point for commissioning and co-ordinating Phare evaluations. EU expert(s) will be contracted to provide the Technical Assistance encompassing advice to the Monitoring Unit in developing the National Evaluation Strategy and in preparing, co-ordinating and carrying out the quality check of evaluations. In addition, the contractor(s) will be requested to provide information seminars and training to potential future local evaluation experts/companies.

B) provide evaluation on the implementation of Phare pre-accession aid and present recommendations for corrective actions and, where appropriate, for future project/programme design leading to minimisation of possible shortfalls in
implementation and maximising the project impact. The projects are to be evaluated against the stated objectives in the project fiches and the accession partnerships along five criteria: relevance, efficiency, effectiveness, impact and sustainability. The evaluations will be carried out by local evaluation expert(s)/companion(s) contracted by the National Authorities.

3.2 Linked activities:

The Phare project “The European Integration Project” (ES9620. 01.01.001/ COP 1997) has provided short term legal expertise in various areas. Within the project also the training of civil servants and public awareness activities on EU were supported. The project finished in April 30, 2001. From the start of the project 190 assignments in different ministries have been implemented that can be summarised under three main categories: expertise and training (89%), translation (6.3%) and public awareness activities (4.3%). Under the public awareness component ELIS co-ordinated 13 assignments where 6 of them were different media projects (for example radio broadcast “Hello Europe” etc.). Also training to EU info-officers and media training to civil servants was provided. Survey on “Elaboration on attitude group profiles of different regions and social segments” was carried out.

Twinning Light Facility

The Financing Memorandum of the ongoing Phare project ”Support for accelerating Estonian accession to EU” (ES01.01.02) was signed on 30.11.2001. The commitment period ends on 31.12.2003 and the disbursement period on 31.12.2004. Among other components, the project supports twinning light legal approximation assignments in the following areas: Agriculture, Regional Policy, Energy, Justice and Home Affairs, Free Movement of Goods, Social Policy and Employment. The project is co-ordinated by the Office of European Integration. The Phare budget of the Twinning light facility is 1 000 000 EUR.

The following ToR-s have been approved to be supported by the project: 1. Provision of support for the preparation of Estonian civil service to the accession (150.000 EUR); 2. Project Strengthening of administrative system of the Veterinary and Food Board (ca 77 000 EUR); 3. Project Enhancing the Adm. Capacity of health Care Board in accordance with EU requirements (ca 135 137 EUR); 4. Project Transposition of the structural design Eurocodes into Estonian standards (ca 142 280, EUR); 5. Project Strengthening Efficient Market Regulation - Energy Market Inspectorate (ca 150 000 EUR); 6. Project Support for the improvement of administrative capacity of the EDPI (ca 77 000 EUR).

The Estonian Legal Translation Centre has submitted a ToR to EIO for translation of 5870 standard pages of EC secondary legislation from English into Estonian (the requested Phare contribution is 135 000 EUR).

Managing of EU structural funds

Phare SPP+ and SPP++ projects are providing the core of assistance in this field. Overlap will have to be avoided. SPP+ and SPP++ projects will be the first source of necessary assistance and if this is not possible, the accession facility may be applied.

Translation of acquis communautaire

Apart from the above-mentioned request, all the finalised translations done by the ELTC have been funded from the Estonian state budget and no external funding has been used for the translation exercise. However, like all other candidate countries, the ELTC has received
technical assistance covering computer hardware and software and training from TAIEX. From August 1997 to January 1999, the ELTC benefited from the PHARE programme (ES-9601.0102 Support to the Estonian Translation and Legislative Support Centre). The main results of the project were the recruitment of 16 members of the translation staff of the ELTC and their training; 3,726 terms in the fields of social security, Customs Community Code, Single European Act, economic and financial terms, VAT, award of contracts and the EU treaties prepared by the Estonian Language Institute at the commission of the ELTC; and the establishment of the ELTC's full-text and terminology databases.

Development of local evaluation capacity
Since 1996 the activities of the Assessment Scheme and subsequently of the Interim Evaluation Scheme have been funded by the European Commission. In the framework of funding under the Accession Facility, the evaluations of Phare programme will be commissioned by the Ministry of Finance as National Aid Co-ordinator.

3.3 Results

Twinning Light Facility
For the eligible fields of activities:
1. Analysis concerning the existing and/or new laws, secondary legislation delivered, amendments, recommendations to legislation delivered;
2. Analysis, expertise on implementation and enforcement measures provided and delivered;
3. Specific skills for specific law enforcement obtained.

Translation of acquis communautaire
20 130 standard pages of revised Estonian translations of EC secondary legislation (decisions, directives and other) in electronic form and stored in the ELTC’s full-text database and the CCVista database, ready for finalisation by the legal services of the Commission and the Council.

Development of local evaluation capacity
1. National Evaluation Strategy developed;
2. National evaluation capacity enhanced
   a) in terms of the Monitoring Unit under the National Aid Coordinator being capable of preparing, commissioning and performing quality checks for Phare evaluations; and
   b) in terms of broadening the local evaluation market to meet the needs of evaluations of public funds;
3. Regular and systematic evaluations of Phare programme carried out until the end of the current project in April 2006, recommendations of Evaluation Reports implemented by the Estonian authorities.

3.4. Activities:

3.4.1 Twinning Light Facility
Approximately 15 twinning light contracts (Phare 1 850 000 EUR, Estonia 40 800 EUR) The Twinning Light (TWL) Facility will be managed by the Ministry of Finance. The ToR-s for TWL assignments in the identified areas (free movement of persons, free movement of
goods, justice and home affairs, agriculture, social policy and employment, energy, environment, financial control and financial and budgetary provisions, management of EU structural funds) will be prepared by respective line-ministries and submitted to the Ministry of Finance (MoF). The ToR-s should be targeted to fulfillment of the remaining acquis requirements (for implementation arrangements see point 6).

Profile of experts:
Twinning Light facility experts should have working experience in the relevant fields for 5-15 years, be fluent in spoken and in written English and be computer literate. The working experience in the candidate countries is favoured.

The following 6 twinning light projects have been already identified by the ministries for a total amounting to around 600,000 €. Draft ToR-s of the projects are attached to this fiche for information, but might be revised in the process of approval following the foreseen procedure.

Free movement of persons
3.4.1.1. Development of Non-regulated Professional Qualifications System
Applicant: Ministry of Social Affairs
Specific objective: Transparency and efficiency of the system for the recognition of qualifications in non-regulated professions has been improved.
Activities to be carried out:
- Preparation of training materials for the following training.
- Training of the Estonian Qualification Authority staff (210 officials) on establishing a Reference Point responsible for providing information on national vocational qualifications - nature of structure, integration to the European network of reference points.
- Training of the Estonian Qualification Authority staff (70 officials) on implementing the certificate supplement and common CV format recommended by the European Forum.
- Translating 180 professional standards into English language.
- Translating a multilingual glossary of key terms into English language, to enhance coherence between national systems and to facilitate translation tasks.
- Translating the principles, structure, document formula of the Estonian professional qualification system into English language.
- Producing and distributing leaflets to public access information points.

3.4.1.2. Recognition of Professional Qualifications – IB of organisations
Applicant: Ministry of Education
Specific objective: Transparency and efficiency of the system for the recognition of qualifications in regulated professions has been improved.
Activities to be carried out:
- Analysis and comparative assessment of Estonian legislation and the EU requirements related to the mutual recognition of professional qualifications regarding 1st, 2nd and 3rd general system directives. Proposing amendments to relevant Estonian acts.
- Preparation of training materials regarding 1st, 2nd and 3rd general system directives.
- Training of MoE\(^1\) staff (10 officials), ENIC/NARIC staff (2 officials), Ministries and competent authority staff (15 officials) in EU legislation related to mutual recognition of professional diplomas, certificates and other official documents related to qualifications.
- Study visit to an EU Member State for 3 working days (8 persons from the Ministries and competent authorities directly involved in the mutual recognition process). The purpose of the study visit is to acquire both practical and theoretical knowledge on which professions are regulated in a EU state and how the recognition process is organised in those corresponding fields.
- Analysis and assessment of the education and training in veterinary medicine, nursing and midwifery, pharmacy, architects.
- Proposals to amend the Estonian regulating acts related to the mutual recognition of professional qualifications of veterinary surgeons, nurses and midwives, pharmacists, architects, doctors and dentists.
- Comparative assessment of Estonian legislation and the EU requirements related to the mutual recognition of professional qualifications of nurses and midwives, pharmacists, architects, doctors and dentists.
- Producing and distributing leaflets to public access information points.

**Agriculture**

3.4.1.3. *Preparation of advisory services to assist farmers to access EU funded rural development measures*

Applicant: Ministry of Agriculture

*Specific objective:* Pool of advisors trained in new agricultural and rural development support schemes.

*Activities to be carried out:*
- Training advisors in general system of agricultural support schemes in EU (direct payments, premiums, structural supports, community development, etc.), environmental issues and infrastructure, diversification of agricultural activities and small-scale farming, forestry, fisheries
- Elaborating relevant training materials, manuals for farmers and promotion materials

**Energy**

3.4.1.4. *Support to the establishment of Minimum Stocks of Liquid Fuels (MSLF) Unit*

Applicant: Ministry of Economic Affairs and Communications, Energy Department

*Specific objective:* Effectively functioning Unit to administer the MSLF.

*Activities to be carried out:*
- Establishment of an administrative unit for the MSLF (optimal institutional structure; tasks to the unit; statute);
- Elaborating of the rules and procedures for the management of the MSLF: procedures and regulations to the usage and manage of stocks, bilateral relations with the compulsory stock-holders;
- Guidance of the staff of the management unit for the MSLF: know-how to the staff (how to store and handle the minimum stocks by drawing on the experience of one EU Member State); analyses about the reporting aspects;

\(^1\) The Ministry of Education is acting as a co-ordinator.
- Study Visit to get an overview about the activities related to the administration of the minimum stocks in model country. Such visit enables to solve the questions, which might be raised during the creation of administrative system and explain the rules on the spot.
- Seminar for the private stock-holders (1 day) The main aim of the seminar will be the introduction of the issues connected to the MSLF unit and it’s activities.

Environment

3.4.1.5 Transboundary and Strategic Environmental Impact Assessment
Applicant: Ministry of Environment, Environmental Management and Technology Department.

Specific objective: well-qualified environmental and planning officials in the Ministry of Environment and County Environmental Departments; local government officers, who are dealing with EIA/SEA issues and EIA/SEA experts; well-organised system for SEA and transboundary impact assessment, and ensured quality of SEA and transboundary impact assessment statements.

Activities to be carried out:
- Organisation and carrying out 6 training courses about the SEA and transboundary EIA procedure and in using the new SEA guidelines. These training courses are more like information days or trainings to the municipality officials (around 20-40 officials each day) who are responsible for detail plans (land use plans), town and country planning and who need to make decisions on SEAs and assessing SEA statements (approximately 200 participants in total).
- Organisation and carrying out 2 training courses about the SEA and transboundary EIA procedure and in using the new SEA guidelines. This is more detailed training for the officials who are responsible for SEA, assessing SEA statements (20 officials from the Ministry of Environment and County Environmental Departments) and EIA/SEA experts who are carrying out SEA according to their license (around 20 experts). 2-day training for 20+20 officials and experts.

Financial control, financial and budgetary provisions

3.4.1.6 Enhancing strategic management capability in the public sector.
Applicant: Ministry of Finance

Specific objective: Strategic plans in ministries and county governments according to the requirements of the strategic planning decree in place and capacity of the Ministry of Finance to assess strategic plans in place.

Activities to be carried out:
- Review of current situation and meeting with key stakeholders (incl. GAP analyses regarding training needs analyses of the target group for successfully implementing the strategic planning Decree);
- Training programme design at the county government level;
- Courses for middle level management in county governments;
- Giving advice on implementation of strategic planning in the public sector;
- Courses for budgeting staff (implementation of strategic management, the requirements of the decree, performance budgeting methods);
- Enhancing capacity of MoF staff (desk-officers) to analyse budget proposals together with strategic plans in place;
- Elaboration of strategy and methodology for implementing quality management in Estonian public sector;
- Study visits for Ministry of Finances’ staff with a purpose to get acquainted with the work of other countries’ centres of excellence and with a strategic planning system and MoF role in it.

3.4.2 Translation of Acquis Communautaire

Technical assistance contract (Phare 463 000 EUR)
Translation of 20 130 standard pages of EC secondary legislation from English into Estonian by the translation agencies selected by a competition and revision of the translations and delivery of revised translations in Word format by such translation agencies to the ELTC.

The texts to be translated will be chosen by the ELTC based on the analytical classification of EC legislation by the Office for Publications, Chapters 1-20 (Directory of Community legislation in force) giving regard to the priorities established by the legal services of the Council and the Commission of the European Union carrying out the finalisation of translations.

As the produced translations are intended for publication in the Official Journal of the European Communities, top quality is required. In order to achieve this, the translation process will consist of three stages: translation, revision and random quality control. The translation and revision are envisaged to be performed by an experienced private translation agency to be selected by a tender. The random quality control will be performed by the ELTC. Texts are to be translated from English into Estonian. Although English is envisaged to be the source language, translators and revisers are required to consult also another Community language when doing the translation and revision.

The activities undertaken by the ELTC within the project:

- Preparation of translation and revision guidelines;
- Preparation of technical guidelines (formatting, delivery, etc.);
- Preparation of translation projects:
  - Selection of the legislation to be translated based on the analytical classification of EC legislation by the Office for Publications Chapters 1-20 (Directory of Community legislation in force) giving regard to the priorities established by the Legal Services of the Council and the Commission of the European Union;
  - Determination of the workflow (translation process);
  - Determination of the overall timetable for the assignments;
  - Preparation of translation project files (electronic source language texts).

The above-listed preparatory work will be done by the ELTC before the Contractor starts.

2 Can be adjusted together with the Contractor.
The ELTC is also responsible for:
- Random quality control of delivered translations for the accuracy and consistency of style and terminology with the existing body of translations done by the ELTC;
- Storage of delivered translations in the CCVista database established by TAIEX for the storage of translations of the acquis communautaire into the languages of the present candidate countries.

Based on the fact that the average number of pages of translation produced by one translator per day is 5 and that the time envisaged for the translation is 5 months (i.e. about 100 work days), the total number of translators required for the project is 39. For revision, at least 18-20 experts are needed. The CFCU (Central Finance and Contracting Unit) of the Ministry of Finance will conclude contracts following the standard Phare tender procedures with translation agencies who provide the qualified translators. As no private translation agency in Estonia employs so many translators, several translation agencies should be involved.

The Contractor is responsible for:
- providing qualified experts (translators and revisers) for translation and revision purposes (see expert profile);
- ensuring that the translation and revision guidelines and the technical guidelines provided by the ELTC are observed;
- ensuring that the experts have access to PCs and the Internet;
- co-ordinating and supervising (incl. back-stopping if necessary) the work-schedule of experts;
- following up the overall work-plan of the project;
- implementing in a timely manner all tasks specified within the ToR, including delivery of the determined number of translated pages within the established time limits.

The translation assignment is to be carried out during 6 months (September 2003-February 2004). In order to ensure that the delivered translations are of high quality, the selected experts should meet the following minimum requirements:
- at least three years of experience in translation, preferably in technical and/or legal translation;
- native speaker knowledge of the Estonian language;
- excellent command of English and passive command of at least one other Community language;
- Word processing skills.

### 3.4.3 Development of local evaluation capacity

**Technical Assistance contracts (165.000EUR, Phare 145.000 EUR)**

The scope of the Technical Assistance contracts financed under the Accession Facility is to develop the National Evaluation Strategy, to build local evaluation capacity both in the National Aid Coordinator services and on the local evaluation market to carry out regular and systematic evaluations of the Phare programme.

Funding under Accession Facility will constitute sound continuation of the Phare Interim Evaluation activities and will allow developing the administrative capacity of the Estonian administration for implementation of the evaluation requirement under chapter 28.
The Contractor under sub-component A will be responsible for:

- Supporting the Monitoring Unit of Ministry of Finance in developing the National Evaluation Strategy;
- Providing training to the Monitoring Unit on preparation of Terms of References, steering the evaluations and conducting quality checks of evaluation reports;
- Providing information seminars and training to potential future local evaluation experts/companies.

The Contractor(s) under sub-component B will be responsible for:

- Providing qualified evaluation experts;
- Carrying out evaluations;
- Producing Evaluation Reports by pre-agreed timelines and according to prescribed standards;
- Offering expertise to complement specific sectoral and thematic evaluations.

Separate contractors will be needed for the two sub-components (A and B) of the component in order to avoid a conflict of interests that may arise when the same contractor is supervising the NAC services and conducting evaluations commissioned by the NAC. The independence of the contractors under both sub-components will be declared in the contract.

The implementation of sub-component A will be completed by the time the contractor’s activities under sub-component B begin – i.e by January 2004. Under sub-component B, the number and duration of contracts will depend on specific needs related to sectors and themes to be evaluated. In addition, the optimal number of contracts under sub-component B will be discussed with the expert(s) of sub-component A. The conditions of contracts will be outlined in detail in the subsequent Terms of References.

Joint co-financing (20,000 EUR)

The National Authorities will provide joint co-financing to the contracts under sub-component B in the total amount of 20,000 EUR. No national co-financing will be provided for component A as the component is necessary to be contracted in 2003 and no provision for this activity is foreseen in the 2003 state budget.

In addition to contracting experts to fulfil the above listed tasks under sub-components A and B, an official fully dedicated to taking over the Evaluation Function must be recruited in the Monitoring Unit. Support must also be provided to the EU experts to ensure them adequate working conditions, seminar facilities etc. In order to facilitate the development of the local evaluation market, methodological guidelines on performing evaluations must be made available on-line. These provisions will be made by the National Authorities.

The National Authorities will be committed to ensure:

- full commitment of the civil servant appointed responsible for commissioning and coordinating evaluations;
- office space and facilities for experts performing the tasks of the sub-component A;
- seminar rooms, facilities and refreshments supporting training procedures and evaluations;
- launching a web-site for publishing methodological guidelines on evaluation.

The Monitoring Unit of Ministry of Finance will be responsible for:
• preparing the Work Plan for evaluations (subject to endorsement by the Joint Monitoring Committee);
• preparing the Terms of References;
• in co-operation with PAO/CFCU launching the tendering process;
• selecting the Contractors in accordance to DIS/PRAG Rules;
• steering the ongoing evaluations;
• providing methodological guidance to the Contractor and publishing guidance on-line;
• quality control over the Contractor;
• approval of the Evaluation Reports;
• reporting the conclusions and recommendations of the Evaluation Reports to relevant authorities.

3.5 Lessons learned:

Twinning Light Facility

Lessons learned from the implementation of the ongoing Phare project "Support for accelerating Estonian accession to EU" (ES01.01.02) will be taken into account in implementing the current project. A representative of the European Integration Office (EIO) has also been included in the Steering Committee in order to learn form EIO’s experience in implementing the ongoing twinning light facility.

The EIO has pointed out the following recommendations to be taken into account:
1. Communication (incl. informal consultation) between relevant project counterparts is crucial, one might even say the pre-condition for the co-operation;
2. Important to send ToR –s for preliminary comments to the ECD before its official submission to the CFCU;
3. Important to agree upon and understand the necessary procedures/formats (for ToR-s, reports) to be used at the early stage of the planning/implementation among all relevant project counterparts;
4. In the need identification process it is important to discuss not only about the concrete ToR but also general developments in the sector.
5. In the planning process it is important to take into account that things tend to take more time than initially planned.

4. Institutional Framework

Twinning Light Facility

The Twinning Light (TWL) Facility will be managed by the Foreign Financing Department of the Ministry of Finance.

The main function of the Ministry of Finance is to counsel the Government of the Republic on economic and financial issues, submit proposals and implement policy within its scope of competence.

The Foreign Financing Department is responsible for the policy and planning, effective, efficient and co-ordinated use of foreign funds (assistance) according to government priorities. The Foreign Financing Department consists of the following units: Planning Unit, Monitoring Unit, Foreign Assistance Administration Unit and Central Finance and Contracting Unit.
European Integration Office (EIO), that will check that the twinning light projects have clear link to the Acquis, is administratively placed in the State Chancellery. EIO has a central role in administrating the activities in the field of integration, and has among others the task to monitor the law approximation process and the training civil servants in the field of EU Integration.

**Translation of acquis communautaire**

The translation of the acquis communautaire into Estonian is performed and coordinated by the Estonian Legal Translation Centre (ELTC), a state agency administered by the State Chancellery (by the Ministry of Justice as of 1 January 2003). The ELTC was established on 4 September 1995. The mandate and mission of the ELTC is to meet the legislative translation needs of the Estonian Government effectively and professionally.

The ELTC fulfils its mission by the following main activities:

- translation of Estonian legislation into English;
- translation of EC legislation into Estonian;
- creation and administration of a full-text database of legal translations and of a terminology database, and making such databases available to the public.

The ELTC has 75 employees, a majority of whom work as translators, terminologists and linguistic and legal revisers in the Translation Department (60).

The Translation Department comprises the following units:

- Tallinn Translation Unit (35) consisting of the Estonian unit (27) that translates EC legislation into Estonian and of the English unit (7) translating Estonian legislation into English;
- Tartu Translation Unit that translates EC legislation into Estonian (13 employees);
- Terminology Unit (12) responsible for terminology work and for the management of the terminology database.

Translation and terminology work as the main activities of the Centre are supported by the IT Department, Secretariat, Accounting Department and the Operations Department.

**Publications**


As at September 2002, 38 500 pages of revised text were registered in the dedicated Commission database. All the primary legislation of acquis has been translated and revised.

The production of the ELTC is available through the web site address: www.legaltext.ee
Development of local evaluation capacity

Monitoring Unit is a unit of National Aid Co-ordinator’s services. The Monitoring Unit is the overall co-ordinator of monitoring and evaluating pre-accession instruments. The unit will become the focal unit of the Managing Authority for the Structural Funds, being responsible for co-ordinating monitoring and evaluation of SPD. In 2003 the unit comprises 5 officials.

As regards utilisation of funding under Accession Facility, the Work Plan for Phare programme evaluations will be drawn up by the Monitoring Unit of Foreign Financing Department in the Ministry of Finance. The Annual Evaluation Work Plan will be subject to endorsement by the Joint Monitoring Committee. In the Monitoring Unit, a dedicated official will be appointed for commissioning and co-ordinating evaluations by the start of the project.

5. Detailed Budget

<table>
<thead>
<tr>
<th>Phare Support</th>
<th>Total Phare (=I+IB)</th>
<th>National Co-financing</th>
<th>IFI TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment</td>
<td>Institution Building</td>
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</tr>
<tr>
<td>Component 1 – Twinning Light Facility</td>
<td>0</td>
<td>1 955 000</td>
<td>1 955 000</td>
</tr>
<tr>
<td>Component 2 – Translation of acquis</td>
<td>0</td>
<td>463 000</td>
<td>463 000</td>
</tr>
<tr>
<td>Component 3- Development of local evaluation capacity</td>
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<td>Total</td>
<td>0</td>
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National Co-financing

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<thead>
<tr>
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<th>2005</th>
<th>2006</th>
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<tr>
<td>Total</td>
<td>20 000</td>
<td>30 800</td>
<td>7 500</td>
<td>2 500</td>
<td>60 800</td>
</tr>
</tbody>
</table>

The amounts for co-financing indicated in the table correspond to cash co-financing. In addition, in-kind contributions from the Estonian administration for effective implementation of the twinning/twinning light/technical assistance may be detailed in the twinning covenant/Terms of references/technical specifications.

The co-financing expenses will be monitored by the beneficiary and the NAO. For the earmarked co-finance, a clear and verifiable set of costs will be provided. The beneficiary will define which budget lines are the source for co-finance. Flow and Stock data on co-finance

<sup>1</sup> 40 800 EUR is the total co-financing of the 6 identified twinning light projects. The total amount of Estonian co-financing will increase, as approximately 14 more projects will be financed in the frame of the facility.
will be submitted quarterly for steering committees, twice a year to the Sector Monitoring Working Group.

The beneficiary together with the NAO commits to sound financial management and financial control.

**Twinning Light Facility** - line-ministries will provide needed equipment for the experts (covering software, hardware). In case there will be travel abroad Estonian co-financing will cover the costs. The exact co-financing amounts will be specified in the ToR-s.

**Development of local evaluation capacity** - Joint co-financing in the amount of EUR 20,000 will be provided for sub-component B. No national co-financing will be provided for component A as the component is necessary to be contracted in 2003 and no provision for this activity is foreseen in the 2003 state budget.

In addition, the National Authorities will be responsible for ensuring:
- full commitment of the civil servant appointed responsible for commissioning and co-ordinating evaluations;
- office space and facilities for experts performing the tasks of the sub-component A;
- seminar rooms, facilities and refreshments supporting training procedures and evaluations;
- launching a web-site for publishing methodological guidelines on evaluation.

These provisions will be compulsory for the National Authorities but will not be counted and monitored as co-financing.

6. Implementation Arrangements

6.1 Implementing Agency

The project will be implemented according to the Twinning manual (component 1) and to the PRAG manual (components 2 and 3) and the implementing agency is CFCU of the Ministry of Finance. CFCU will be responsible for the tendering, contracting and payments to the contractors. The preparation of necessary documentation for the CFCU and the technical implementation is the responsibility of respective beneficiary institutions.

The Twinning Light (TWL) Facility will be managed by the Foreign Financing Department of the Ministry of Finance. The ToR-s for TWL assignments in the identified areas (free movement of persons and goods, justice and home affairs, agriculture, social policy and employment, energy, environment, financial control and financial and budgetary provisions) will be prepared by respective line-ministries and submitted to the Ministry of Finance (MoF). MoF will check that the ToR-s are technically acceptable and the European Integration Office will check that the presented projects have clear link to the Acquis. MoF will present technically correct and Acquis related ToR-s to the project Steering Committee for information and to the EC Delegation for approval.

Only in case the twinning rounds would not be successful, the ToR-s will be tendered out as classical service contracts (technical assistance) via CFCU. All twinning light approved under this project must be related to a specific Accession Partnership priority.

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4 The format of the ToR-s is the same as the one used for Framework Agreements
MoF will set up a project **Steering Committee** in order to co-ordinate the project components and to follow the implementation of projects financed under the facility. The Steering Committee will include representatives of the Ministry of Finance, other involved ministries, European Integration Office, ELTC and the EC Delegation in Estonia. The Chairman of the Steering Committee (SC) is from the Ministry of Finance. The SC meets twice a year. In MoF PO will be responsible for the implementation of the whole project. The Steering Committee will also:

a) take the key strategic decisions concerning the project;
b) provide advice and guidance on issues raised by the project manager and his team;
c) review all project reports and work plans;
d) oversee the implementation and to analyse the effectiveness of the project.

For each of the twinning light components there will be a partner institution (the project applicant). A contact person / project manager will be appointed in each applicant institution to ensure smooth and efficient implementation of the projects. TWL will be co-financed by the project applicants. Applicants will implement projects in accordance with the approved ToR-s.

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Ministry of Finance
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Fax: +372 646 1075
E-mail: merit@legaltext.ee

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Fax: +372 6966 811
The project manager for the whole project in the Ministry of Finance is:
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Fax: +372 6966 811
E-mail: kristjan.maasalu@fin.ee

For the Twinning Light Facility a idem counterpart project manager\(^5\) will be appointed in each applicant institution to ensure smooth and efficient implementation of the projects.

6.2 Twinning
The twinning light projects will be implemented in the beneficiary institutions. These institutions provide a contact person / project manager to work with the experts and also necessary office space and equipment.

6.3 Non-standard aspects
PRAG will be strictly followed in the implementation of the project.

6.4 Phare Contracts
Component 1 – Twinning Light Facility 1 995800 EUR (approximately 15 twinning light contracts)
Component 2 – Translation of acquis 463 000 EUR (Service contract)
Component 3 – Development of local evaluation capacity (service contracts) 165 000 EUR (Phare + co-financing)

7. Implementation Schedule

7.1 Start of tendering/call for proposals
January 2003 (the twinning light TOR-s will be sent to the Member States).

7.2 Start of project activity
April 2003

7.3 Project Completion
March 2006

8. Equal Opportunity
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.

\(^5\) The names and contact data of project managers will be written in the ToR-s.
9. Environment
   N/A

10. Rates of return
    N/A

11. Investment criteria
    N/A

12. Conditionality and sequencing
All the components and contracts are independent from the implementation of the each other and therefore no sequencing is foreseen.

For all contracts under the twinning light facility, projects must be programmed and Terms of Reference agreed by the Delegation by no later than the date of accession.

Under the component on developing local evaluation capacity, a dedicated official has to be appointed in the Monitoring Unit by the start of the project for commissioning and co-ordinating evaluations.

ANNEXES TO PROJECT FICHE
1. Logical framework matrix in standard format
2. Detailed implementation chart
3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period)

4. Draft ToRs for 5 twinning light.
<table>
<thead>
<tr>
<th>Overall objective</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
</tr>
</thead>
</table>
| - Institutions and administrative capacity strengthened for the full application of the *acquis communautaire*. | - Legal and institutional framework in conformity by the time of accession | - EU Commission progress reports  
The Association Council (the implementation of Europe Agreement) |

<table>
<thead>
<tr>
<th>Project purpose</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
</table>
| • Legal and institutional framework in compliance with the *acquis communautaire* and administrative capacity enhanced in the areas of free movement of persons, free movement of goods, justice and home affairs, agriculture, social policy and employment, energy and environment, regional policy, financial control, financial and budgetary provisions.  
• Finalisation of Estonian translations of the acquis communautaire for publication in the special edition of the Official Journal of the European Communities;  
• Development of local evaluation capacity of EU funded programmes and implementation of regular evaluations of the | - Harmonised legal acts and enforcement measures drafted according to NPAA and Action Plan  
- EC secondary legislation in Estonian available in CCVista database  
- Monitoring Unit of Ministry of Finance functioning as focal point for commissioning Phare evaluations and evaluation reports produced regularly by local evaluation companies/experts.  
- Project reports  
- Estonian Official Journal (Riigi Teataja)  
- EU Commission reports  
- Joint Monitoring Committee minutes  
- Evaluation reports of the Phare programme | - Project reports  
- Estonian Official Journal (Riigi Teataja)  
- EU Commission reports  
- Joint Monitoring Committee minutes  
- Evaluation reports of the Phare programme | Other approximation, enforcement and training activities carried out in parallel by the line-ministries and their governed boards/agencies  
- Strategic planning manual ready  
- Awareness raised in line-ministries and on the local |

6 Contracting period expires 2 years after the signature of the Financing Memorandum.  
7 Disbursement period expires 3 years after the signature of the Financing Memorandum.
## Phare programme.

### Results

<table>
<thead>
<tr>
<th>Twining Light Facility</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
</table>
| 1. Analysis concerning the existing and/or new laws, secondary legislation delivered, amendments, recommendations to legislation delivered; 2. Analysis, expertise on enforcement measures provided and delivered; 3. Specific skills for specific law enforcement obtained. | - EU compliant laws and regulations in the relevant areas timely submitted to the Parliament  
- 19 twinning assignments carried out according to the ToR-s | - Project reports  
- EC Progress Reports | |
| **Translation of acquis communautaire** | - 20 130 pages of EC secondary legislation in Estonian entered into ELTC and CCVista database | - ELTC database  
- Project reports | |
| 20 130 standard pages of revised Estonian translations of EC secondary legislation (decisions, directives and other) in electronic form and stored in the ELTC’s full-text database and the CCVista database, ready for finalisation by the legal services of the Commission and the Council. | | | |
| **Development of local evaluation capacity** | - National Evaluation Strategy available on the website of Ministry of Finance  
- Regular Phare evaluation reports accepted by the Monitoring Unit and made available on-line  
- written notifications of fulfillment of evaluation recommendations received from authorities determined responsible thereof  
- materials of information and training seminars’ for local evaluation companies/experts and other methodological guidelines available on the website of Ministry of Finance | - Website of Ministry of Finance  
- Archives of the Monitoring Unit | |
| National Evaluation Strategy developed; National evaluation capacity enhanced in terms of the Monitoring Unit under the National Aid Coordinator being capable of preparing, commissioning and performing quality checks for Phare evaluations; and in terms of broadening the local evaluation market to meet the needs of evaluations of the Structural Funds; 3. Regular and systematic evaluations of Phare programme carried out until the end of the project, recommendations of Evaluation Reports implemented by the Estonian authorities. | | | |
### Activities

- **The Twinning Light (TWL) Facility** will be managed by the Ministry of Finance. The ToR-s for TWL assignments in the identified areas (free movement of persons and goods, justice and home affairs, agriculture, social policy and employment, energy, environment, financial control, financial and budgetary provisions) will be written by respective line-ministries and submitted to the Ministry of Finance (MoF). The ToR-s should be targeted to fulfillment of the remaining acquis requirements.

6 twinning light projects have been already identified by the ministries. It is foreseen that altogether approximately 20 projects will be financed in the frame of the facility.

### Translation of Acquis Communautaire

Translation of 20 130 standard pages of EC secondary legislation from English into Estonian by the translation agencies selected by a competition and revision of the translations and delivery of revised translations in Word format by such translation agencies to the ELTC.

The texts to be translated will be chosen by the ELTC based on the analytical classification of EC legislation by the Office for Publications, Chapters 1-20 (Directory of Community legislation in force) giving regard to the priorities established by the legal services of the Council and the Commission of the European Union carrying out the finalisation of translations.

The produced translations are intended for publication in the Official Journal of the European Communities, top quality is required. In order to achieve this, the translation process will consist of three stages: translation, revision and random quality control. The translation and revision are envisaged to be performed by an experienced private translation agency to

### Means

<table>
<thead>
<tr>
<th>Activities</th>
<th>Cost (EUR)</th>
<th>Co-financing</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twinning light contracts (the indicative number of contracts is 19)</td>
<td>1,955,000</td>
<td>40,800</td>
<td>- Good co-operation between the institutions involved within the components</td>
</tr>
<tr>
<td>- Enough qualified translators available</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>- Companies/experts with potential to perform Phare evaluations available</td>
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</tr>
</tbody>
</table>

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8 Can be adjusted together with the Contractor.
be selected by a competition organised under a simplified procedure if possible. The random quality control will be performed by the ELTC. Texts are to be translated from English into Estonian. Although English is envisaged to be the source language, translators and revisers are required to consult also another Community language when doing the translation and revision.

The activities undertaken by the ELTC within the project:
- Preparation of translation and revision guidelines;
- Preparation of technical guidelines (formatting, delivery, etc.);
- Preparation of translation projects;
  - Selection of the legislation to be translated based on the analytical classification of EC legislation by the Office for Publications Chapters 1-20 (Directory of Community legislation in force) giving regard to the priorities established by the Legal Services of the Council and the Commission of the European Union;
- Determination of the workflow (translation process);
- Determination of the overall timetable for the assignments;
- Preparation of translation project files (electronic source language texts).

The above-listed preparatory work will be done by the ELTC before the Contractor starts.

The ELTC is also responsible for:
- Random quality control of delivered translations for the accuracy and consistency of style and terminology with the existing body of translations done by the ELTC;
- Storage of delivered translations in the CCVista database established by TAIEX for the storage of translations of the acquis communautaire into the languages of the present candidate countries.

Based on the fact that the average number of pages of translation produced by one translator per day is 5 and that the time envisaged for the translation is 5 months (i.e. about 100
work days), the total number of translators required for the project is 39. For revision, at least 18-20 experts are needed. The CFCU will conclude contracts with translation agencies who provide the qualified translators. As no private translation agency in Estonia employs so many translators, several translation agencies should be involved.

The Contractor is responsible for:
- providing qualified experts (translators and revisers) for translation and revision purposes (see expert profile);
- ensuring that the translation and revision guidelines and the technical guidelines provided by the ELTC are observed;
- ensuring that the experts have access to PCs and the Internet;
- co-ordinating and supervising (incl. back-stopping if necessary) the work-schedule of experts;
- following up the overall work-plan of the project;
- implementing in a timely manner all tasks specified within the ToR, including delivery of the determined number of translated pages within the established time limits.

- The translation assignment is to be carried out during 6 months (September 2003-February 2004).

Development of local evaluation capacity
Activities of the contractor under sub-component A:
- support of the Monitoring Unit of Ministry of Finance in developing the National Evaluation Strategy;
- provision of training to the Monitoring Unit on preparation of Terms of References, steering the evaluations and conducting quality checks of evaluation reports;
- provision of information seminars and training to potential future local evaluation experts/companies.

Service contract(s) (the number of contracts will be confirmed during the tendering process)

<table>
<thead>
<tr>
<th>Service contract(s) (the number of contracts will be subject to consultations with the contractor of sub-component A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support of the Monitoring Unit of Ministry of Finance</td>
</tr>
<tr>
<td>20 000</td>
</tr>
<tr>
<td>Training to the Monitoring Unit</td>
</tr>
<tr>
<td>20 000</td>
</tr>
</tbody>
</table>
The activities of Contractor(s) under sub-component B:
- provision of qualified evaluation experts;
- carrying out evaluations;
- production of Evaluation Reports by pre-agreed timelines and according to prescribed standards;
- offering expertise to complement specific sectoral and thematic evaluations.

Preconditions
- Member State support attained for this project
- Cofinance requirements ex ante confirmed by the Budget Dept. of the Ministry of Finance
### TIME IMPLEMENTATION CHART

#### Project Title: Accession Facility

<table>
<thead>
<tr>
<th></th>
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<th>2004</th>
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<tbody>
<tr>
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<tr>
<td>Translation of acquis communautaire</td>
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<tr>
<td>Development of local evaluation capacity</td>
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<table>
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<td></td>
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<tr>
<td>Twinning Light Facility</td>
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<tr>
<td>Translation of acquis communautaire</td>
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</tr>
<tr>
<td>Development of local evaluation capacity</td>
<td>I</td>
<td>I</td>
</tr>
</tbody>
</table>

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9 The timetable is based on the assumption that the Financing Memorandum for Phare 2003 National Programme for Estonia will be signed in May 2003?
**CUMULATIVE CONTRACTING SCHEDULE**  
**Project No:**  
**Project Title: Accession Facility**

<table>
<thead>
<tr>
<th></th>
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<td>1 000 000</td>
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<tr>
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<tr>
<td>Development of local evaluation capacity</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td>Twinning Light Facility</td>
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<td>Translation of acquis communautaire</td>
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<td>Development of local evaluation capacity</td>
<td>145 000</td>
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<td><strong>TOTAL</strong></td>
<td>2 563 000</td>
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### CUMULATIVE DISBURSEMENT SCHEDULE

**Project No:**  
**Project Title:** Accession Facility

<table>
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<td>700 000</td>
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