Standard Summary Project Fiche for the Transition Facility

1. **Basic Information**
   1.1 CRIS Number: 2005/17360.01.01
      Twinning light EE05-IB-OT-01
   1.2 Title: Development of Market Surveillance activities in New Approach and other connected areas through improved IT solutions
   1.3 Sector: Internal Market
   1.4 Location: Estonia

2. **Objectives**

   2.1 Overall Objective:
   To develop existing system for information exchange about dangerous and non-conforming products to ensure, that Estonian Authorities in Market Surveillance activities in New Approach and other related areas have adequate level of administrative capacity to fulfill the responsibilities of Authorities of Member States defined in the EU Directives.

   2.2 Project purpose:
   Safety of products on Estonian market improved and equal competition conditions for producers and importers established through reliable and quick information exchange on dangerous products. Existing information exchange system (based on electronic messages) replaced by automatic information exchange system between databases, both between Estonian market surveillance authorities and other European databases.

   2.3 Justification:
   Regarding to Chapter 23 of the Comprehensive Monitoring Report:

   “The acceding countries need to effectively enforce the acquis through appropriate judicial and administrative systems, including market surveillance and a role for consumer organizations.”

   “The relevant administrative structures are in place, but market surveillance relating to general product safety is only partly developed. The Consumer Protection Board under the Ministry of Economic Affairs and Communication is the main market surveillance body and has signed several co-operation agreements with other institutions. However, market surveillance activities should be further developed (for example, by designing pro-active surveillance plans) and the capacity of the main enforcement structures reinforced.”

   Due to the limited resources, work consumption of information exchange should be limited - electronic databases and new information technology solutions should be efficiently used.
3. Description

3.1 Background and justification:

Estonian Market Surveillance Authorities have databases in electronic form, where all data, gathered during surveillance activities are inserted. These databases enable to survey the safety and liability level in Estonia, to prepare reports and to plan surveillance activities. These different databases and information exchange systems are not integrated and therefore inserting data into different systems causes additional work for employees of both Authorities. Resources intended for Market Surveillance activities are quite limited in Estonia and therefore it is reasonable to integrate existing databases of these Authorities into RAPEX-system (Community Rapid Information System) and ICSMS-database, the internet-supported information and communication system for the pan-European market surveillance of technical products (www.icsms.org).

As a result of the project it is identified, which information sources and databases are used by EU institutions in the area of NA Directives Technical Inspectorate and Consumer Protection Board are responsible of. Also it should be defined, what kind of information exchange systems there should be build up between the existing databases of TI and CPB and databases of EU institutions enabling electronic data exchange between these databases. According to this research will be done and a technical solution with software to integrate different existing databases will be worked out. This project is pilot initiative. The solutions elaborated and developed as the result of the project can be considered for using in other market surveillance institutions both in Estonia and in other member states.

This project was initiated regarding Estonian Market Surveillance Strategy Document, which was created as a result of Phare 2000 Market Surveillance Project ES0005-1. The Strategy Document stresses that further steps should be taken to strengthen integration processes regarding information exchange and co-operation.

During the project preparation process NGOs, which are interested in making available the information concerning goods, withdrawn from the market, were consulted. The project aims mainly at institution building at the central government level. NGOs will receive needed information using special interface to access necessary parts of databases. In January 2005 project fiche was sent to the Estonian Chamber of Commerce and Industry (main business representing association in Estonia) and to the Consumer Protection Union. Both organisations supported the idea and agreed to collaborate in the frames of working groups during the project implementation if needed.

Resources of Technical Inspectorate and Consumer protection Board are quite limited, and there are no intentions and possibilities to increase the staff of both Authorities. Therefore work consumption of information exchange should be limited - electronic databases and new information technology solutions should be efficiently used.
3.2 Linked activities:

The results of the project were MS strategy document, implementation plan, financing plan, HRD plan, co-operation framework for efficient horizontal MS system, and trained staff in MS institutions under supervision of MoEA. As one of the recommendations concerning IT systems, given in final report of Project ES0005-1, was, that Authorities should follow the European exchange of information via IT-systems in order to utilize the work already done in other countries. To follow this recommendation, electronic information exchange systems should be further developed. As a conclusion, it was said in the final report, that a fluent communication inside institutions, between institutions and at a European level should be organized using IT-systems.

“Intensification of Cross-Border Cooperation in the Baltic Sea Region”,
This project has been initiated and should develop co-operation between Market Surveillance Authorities of EU Member States in the Baltic Sea region. This project will also support the idea of this application concerning integration of databases. Technical solutions found and experience gathered during this project can be used also in other EU Member States. Therefore, this project could be considered as a pilot initiative.

Phare 2003 Market Surveillance investment project (ES 2003/005-026.03.01) doesn’t directly affect the co-operation and information exchange capabilities of Market Surveillance Authorities. It develops institutional capacity by enabling to carry out tests that are extremely necessary for Market Surveillance in Estonia. The project consists of several supply contracts through which different equipment will be supplied. The tender procedure is just initiated in the beginning of 2005.

Transition Facility 2004 Consumer Protection Board project (2004/006-270.02.01) doesn’t have any effect on information exchange capabilities of CPB and is dealing with common aspects concerning protection of consumer rights.

ICSMS 2
Advisory Board of ICSMS (Internet supported information and communication system for cross-border market surveillance) has initiated new project ICSMS 2, which main objective is to improve and adapt the system optimally to fulfill the requirements for a network set by article 10 of directive 2001/95/EC (e.g. further optimization of the existing information system by connecting ICSMS to the RAPEX system, improving the evaluation possibilities of ICSMS by integrating an evaluation module and integration of more language capabilities into ICSMS in order to facilitate the use for additional member states).
3.3 Results\(^1\):

3.3.1 Existing databases of Technical Inspectorate (TI) and Consumer Protection Board (CPB) are integrated to databases of EU Commission (CIRCA web pages Communication & Information Resource Centre Administrator), to information exchange system RAPEX and to information exchange database ICSMS. Technical solution found and worked out.

3.3.2 Existing databases of TI and CPB, used in surveillance work, developed.

3.3.3 Personnel of TI and CPB is trained to use integrated databases and information exchange systems.

3.3.4 Practical co-operation concerning information exchange using electronic databases between TI, CPB and similar Authorities of other EU Member States is established.

3.4 Activities:

3.4.1 Contract 1: Twinning Light (6 months, TF 103 000 EUR, co financing 9 000 EUR, total 112 000 EUR)

The twinning activities include the analysis and assessment of existing EU Commission (CIRCA), RAPEX and ICSMS databases in the other EU member states. Analysis of existing local databases in Estonia, recommendations for further development and integration with corresponding systems in EU.

The tasks of experts:

- Ensure and support the completion of results 3.3.1 – 3.3.4;
- Coordination of project activities with regard to MS input (incl. Preparation of twinning covenant);
- Ensuring efficient implementation of the project;
- Arrange training (in Estonia) of the personnel of TI and CPB on the use of existing databases: (Results 3.3.3; 3.3.4) EU databases, Safeguard Clause procedure etc and respective IT solutions (based on experience of expert(s) from other member state).
- Elaboration of the workshop for TI and CPB personnel in co-operation with STE expert.
- Information exchange between Member States, EU institutions and other European databases to contribute, ensure and support the completion of results 3.3.1-3.3.3.
- Investigation of existing market surveillance databases and information exchange systems in the EU and links between these (3.3.1; 3.3.2; 3.3.3)
- Investigation of practices using these databases, using respective information exchange practices (including EU databases, Safeguard Clause procedure, raising public awareness and respective IT solutions) in Member States (3.3.1; 3.3.2; 3.3.3)
- Investigation of possibilities for integration of existing databases in TI and CPB (3.3.1; 3.3.2)
- Analyses, evaluation and writing of a report.

\(^1\)For the indicators please see Annex 1 – Logical Framework Matrix
• Development of co-operation between TI and CPB and similar Authorities of other EU Member States (Results 3.3.3, 3.3.4) (TF 25 000 EUR)

• Workshop for TI and CPB personnel, (all together 40 people) In order to train the personnel on the use of the existing databases. (TF 10 000 EUR, Co-fin 1000 EUR for workshop) The aim of the training is to raise general awareness of information exchange systems in the market surveillance field in EU.

• Arranging of study visits for Estonian experts in the field of market surveillance information management (5 persons for 5 days each) to EU Member State(s) – 8 000 EUR co-financing, 3 experts from TI and 2 experts from CPB). During the study visit participants will be introduced with the practical information management concerning national and EU databases (market surveillance records, structure of existing databases, interfaces between databases, publicly available interfaces, etc.), applying of Safeguard Clause procedure in practice, what kind of public awareness raising events were arranged regarding these issues.

Experts Profile:

3.4.1.1 Education, experience, references and category of each expert

• At least 5 years of professional experience concerning Market Surveillance in EU Member State or EU structures, familiarity with EU legislation and with existing EU databases;
• Experience in project management is advisable;
• Good leadership skills;

3.4.1.2 Profile of Member State Project leader

• At least 5 years of professional experience concerning Market Surveillance in EU Member State or EU structures, familiarity with EU legislation and with existing EU databases in the field of NA Directives;
• Science (preferably technical) degree;
• Excellent in English;
• Good computer skills;
• Good communication skills;
• Excellent knowledge of the relevant *acquis communautaire*;
• Experience in elaborating and implementing training programmes.

The Project leader of a Member State will prepare the reports of the project and will have to solve together with the Estonian project manager the day-to-day problems related to the effective implementation of the project.
3.4.1.3 A summary of core activities of the Twinning Light Contract

3.4.4.1 Investigation of existing market surveillance databases and information exchange systems in the EU and links between these (Results 3.3.1; 3.3.2; 3.3.3;) Research done by expert. (TF 30 000 EUR)
3.4.4.2 Investigation of practices using these databases in Member States (Results 3.3.1; 3.3.2; 3.3.3) Research done by expert. (TF 18 000 EUR)
3.4.4.3 Training of the personnel of TI and CPB on the use of existing databases (3.3.3; 3.3.4). (TF 10 000 EUR; Co-fin 1 000 EUR)
3.4.4.4 Investigation of possibilities for integration of existing databases in TI and CPB (Results 3.3.3; 3.3.4) Research done by expert. (TF 20 000 EUR)
3.4.4.5 Development of co-operation between TI and CPB and similar Authorities of other EU Member States (3.3.3, 3.3.4) (TF 25 000 EUR; Co-fin 8 000 EUR)

3.4.2 Contract 2 – TA Contract (TF: 55 000 EUR, co-fin 5 000 EUR, total 60 000 EUR; 50 working days)
Expert in the field of information technology to contribute, ensure and support the completion of results 3.3.1-3.3.3

Main Tasks:
1. Issuing of technical descriptions of needed additions for databases and interfaces (3.3.1; 3.3.2) (TF 30 000 EUR, co-fin 2 500 EUR)
2. Elaborating technical solutions for integrating of databases and information exchange systems (3.3.1; 3.3.2) (TF 25 000 EUR, co-fin 2 500 EUR)
3. Analyses, evaluation and writing of a report.

Profile:
- At least 5 years of professional experience in the field of information technology, particularly in the field of data exchange systems between different databases
- Science (preferably technical) degree;
- Excellent in English;
- Good computer skills;
- Good communication skills;

3.4.3 Contract 3 – Service Contract (TF 45 000 EUR, co financing 22 000 EUR, total 67 000 EUR)
Conditionality for Service contract is feasibility study. Project beneficiary Technical Inspectorate will elaborate the Terms of Reference for feasibility study for December 2004. The exact activities of contract 3 will be specified.

3.4.3.1 A summary of core activities of contract 3
3.4.3.1.1 Development of market surveillance databases of TI and CPB (Results 3.3.1; 3.3.2) Work ordered from IT-company. (TF 25 000 EUR, co-fin 10 000 EUR)
3.4.3.1.2 Working out interfaces between different databases and information exchange systems (Results 3.3.1; 3.3.2) Work ordered from IT-company. (TF 10 000 EUR, co-fin 7 000 EUR)
3.4.3.1.3 Implementation of changes and additions to the databases and interfaces. (Results 3.3.3; 3.3.4) Work ordered from IT-company. (TF 7 000 EUR)
3.4.3.1.4 Training of personnel of TI and CPB concerning integrated databases (established as the result of components 3.4.3.1.1-3.4.3.1.3 of Contract 3) and information exchange systems (Results 3.3.3, 3.3.4) Work ordered from IT-company. (TF 3 000 EUR, co-fin 5 000 EUR)

3.5 Lessons learned:
One of the recommendations concerning IT systems, given in final report of Project ES0005-1, was, that Authorities should follow the European exchange of information via IT-systems in order to utilize the work already done in other countries. To follow this recommendation, electronic information exchange systems should be further developed. As a conclusion, it was concluded in the final report, that a fluent communication inside institutions, between institutions and at a European level should be organized using IT-systems.

4. Institutional Framework

- Technical Inspectorate (jurisdiction of the Ministry of Economic Affairs and Communications). Technical Inspectorate is co-ordinating, managing and steering the supervision in the field of most of New Approach Directives;
- Consumer Protection Board (jurisdiction of the Ministry of Economic Affairs and Communications). Consumer Protection Board is co-ordinating, managing and steering the supervision in the field of General Product Safety Directive and NA Directive concerning safety of toys;
- Internal Market Department, Ministry of Economic Affairs and Communications. Ministry is responsible for the harmonization of Estonian legislation with EU directives and for implementation of legislation.
## 5. Detailed Budget

<table>
<thead>
<tr>
<th>€</th>
<th>Transition Facility support</th>
<th>Co-financing</th>
<th>Total Cost (TF plus co-financing)</th>
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<tr>
<td></td>
<td>Investment Support</td>
<td>Institution Building</td>
<td>Total Transition Facility (=I+IB)</td>
</tr>
<tr>
<td>Contract 1 - Twinning Light</td>
<td>103 000</td>
<td>103 000</td>
<td>9000</td>
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<tr>
<td>Contract 2 – TA Contract</td>
<td>55 000</td>
<td>55 000</td>
<td>5 000</td>
</tr>
<tr>
<td>Contract 3 – Service Contract</td>
<td>45 000</td>
<td>45 000</td>
<td>22 000</td>
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<tr>
<td><strong>Total</strong></td>
<td>45 000</td>
<td>158 000</td>
<td>203 000</td>
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</table>

The amounts of co-financing indicated in the table correspond to joint co-financing for contracts 2 and 3 and parallel co-financing for contract 1. In addition, in kind contributions from the Estonian administration for a good implementation of the twinning may be detailed in the twinning covenant.

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 (ex ante confirmation by the MoF of exact budget lines and re-confirmation before each contract within either of the two components) and ex post each project and at an aggregate level for each budget line. Flow and stock data on co-finance will be submitted quarterly for steering committees and to the CFCD and on half-yearly bases to the Sector Monitoring Sub-Committee.

### National co-financing

<table>
<thead>
<tr>
<th>National co-financing</th>
<th>2006</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>State budget</td>
<td>36 000</td>
<td>36 000</td>
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<td>Beneficiary institution</td>
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<tr>
<td>International Financing Institutions</td>
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<td></td>
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<tr>
<td><strong>Total national co-financing</strong></td>
<td>36 000</td>
<td>36 000</td>
</tr>
</tbody>
</table>

National co-financing includes (following figures are only indicative, for better planning of co-financing expenses):

Contract 1. Twinning Light Contact (parallel co-financing)
Training of the personnel of TI and CPB on the use of existing databases – 1 000 EUR
Flight tickets of Estonian participants (5 persons for 5 days each) to EU Member State(s) – 8 000 EUR (parallel co-financing).

Contract 2. TA Contract (joint co-financing)
Issuing of technical descriptions of needed additions for databases and interfaces (3.3.2; 3.3.3) – 2 500 EUR
Elaborating technical solutions for integrating of databases and information exchange systems – 2 500 EUR

Contract 3. Service Contract (joint Co-financing)
Development of market surveillance databases, working out interfaces between different databases and information exchange systems – 22 000 EUR

6. Implementation Arrangements
6.1. Implementing Agency: Ministry of Finance, Central Financing and Contracting Department (CFCD)
The Implementing Agency is the CFCD. The CFCD will be responsible for tendering and contracting. The responsibility for project preparation, implementation and control will remain in the recipient institution.

Programming Authorizing Officer:
Name: Mr Renaldo Mändmets
Title: Deputy Secretary General for Foreign Affairs
Institution: Ministry of Finance
Address: Suur-Ameerika 1, Tallinn 15006
Phone: +372 6113545
Fax: +372 6966810
E-mail: renaldo.mandmets@fin.ee

Programming Officer:
Name: Mrs Signe Ratso
Title: Deputy Secretary General
Institution: Ministry of Economic Affairs and Communications
Address: Harju 9, Tallinn 15072
Phone: +372 6256 310
Fax: +372 6313 660
E-mail: signe.ratso@mkm.ee

6.2. Twinning Light

Estonian National Contact Point for Twinning Light is:
Name: Nelli Timm
Institution: Ministry of Finance
Address: Suur-Ameerika 1, Tallinn 15006
Phone: +372 6113038
Fax: +372 6113041
E-mail: nelli.timm@fin.ee

Ministry of Economic Affairs and Communications:
Name: Ms Maria Alajõe
Institution: Ministry of Economic Affairs and Communications
Head of Internal Market Department
Address: Harju 11, 15 072 Tallinn, Estonia
Mr. Urmas Leitmäe, who is the local project manager, is responsible for overall project co-ordination and implementation. Day-to-day project manager will be hired when the project activities start.

The Project Steering Committee will be established with the representatives from the Ministry of Finance, Ministry of Economic Affairs and Communications, Technical Inspectorate, Estonian Consumer Protection Board. The Steering Committee has the overall managerial responsibility as well as co-ordination function and it meets at least every three months to summarize and evaluate the results, to approve courses and twinning activities.

6.3. Non-standard aspects
No non-standard aspects are foreseen

6.4. Contracts
Contract 1 - Twinning Light package (TF 103 000 EUR, co financing 9 000 EUR, total 112 000 EUR)
Contract 2 – TA (TF: 55 000 EUR, co financing 5 000 EUR, total 60 000 EUR)
Contract 3 - Supply of software and training for using the software (TF 45 000 EUR, co financing 22 000 EUR, total 67 000 EUR)

7. Implementation Schedule (Annex 2)

7.1. Start of tendering/call for proposals
Date, including when fiches and/or project specifications will be ready: October 2005

7.2. Start of project activity
Expected date of commencement of Twinning contract, MS Project Leader: January 2006.
Start of project implementation: February 2006

7.3. Training of the personnel of TI and CPB on the use of existing databases: March 2006

7.4. Contract 3, supply of software and training: August– October 2006

7.5 Study tours and training seminars (Development of co-operation between TI and CPB and similar Authorities of other EU Member States): March – July 2006
7.6 Development of information exchange, necessary for improvement of public awareness: January – December 2006
7.7 Project Completion expected date of last payment under last contract: November 2006

8. Sustainability

Both beneficiary institutions are public Authorities under the jurisdiction of Ministry of Economic Affairs and Communications and cutting of the budget or staff is not foreseen.

IT-maintenance exists in both Authorities. Amendments to the databases and interfaces can be updated and further developed.

9. Conditionality and sequencing

1. Conditionality

The implementation of contract 3 is conditional to the results of a feasibility study, which will define the exact activities to be contracted.

2. Sequencing

- Terms of Reference (ToR) completed for feasibility study for Service Contract 2 in the frames of project – February 2005 (short description of ToR in Annex 4)
- Feasibility study is done for Service contract 3 – October 2005
- Assessment of the existing databases and information exchange systems of TI, CPB, Member States and EU institutions in the area of New Approach Directives – April 2006
- Provide suggestions concerning developing of existing information exchange system – April 2006
- Amendments to the databases and interfaces completed – October 2006

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)
ANNEX 1

LOGFRAME PLANNING MATRIX FOR
Project Development of Market Surveillance activities in New Approach and other connected areas through improved IT solutions.

<table>
<thead>
<tr>
<th>Programme name and number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracting period expires: 15.12.2007</td>
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<tr>
<td>Disbursement period expires: 15.12.2008</td>
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<tr>
<td>Total budget: 239 000 EUR</td>
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<tr>
<td>Transition Facility budget: 203 000 EUR</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall objectives</th>
<th>Objectively verifiable indicators</th>
<th>Sources of verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>To develop existing system for information exchange about dangerous and non-conforming products to ensure that Estonian authority in market surveillance activities in New Approach and other connected areas has adequate level of administrative capacity to fulfil the responsibilities of Authorities of Member States defined in the EU Directives.</td>
<td>CPB and TI are performing activities of information exchange about dangerous and non-conforming products, as it is required by NA Directives in more effective way with less time but same administrative staff needed.</td>
<td>Monitoring reports</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Project Purpose</th>
<th>Objectively verifiable indicators</th>
<th>Sources of verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing information exchange system (based on electronic messages) replaced by automatic information exchange system between databases both between Estonian market surveillance authorities and other European databases.</td>
<td>Work consumption of information exchange on dangerous and non-conforming products decreased and efficiency of Estonian Market Surveillance Authorities increased.</td>
<td>Monitoring reports</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Results</th>
<th>Objectively verifiable indicators</th>
<th>Sources of verification</th>
<th>Assumptions</th>
</tr>
</thead>
</table>
3.3.1. Existing databases of TI and CPB are integrated to databases of EU Commission (CIRCA web-pages), to information exchange system RAPEX and to information exchange database ICSMS. Technical solution found and worked out.

3.3.2. Existing databases of TI and CPB, used in surveillance work, developed

3.3.3. Personnel of TI and CPB is trained to use integrated databases and information exchange systems

3.3.4. Practical co-operation concerning information exchange using electronic databases between TI, CPB and similar Authorities of other EU Member States is established

3.3.1 Information exchange between TI and CPB and with appropriate databases by using interfaces between these databases is established. Software enabling this information exchange is in everyday use by 40 officers of TI and CPB.

3.3.2 Necessary fields (concerning surveillance work) have been added to existing databases enabling information exchange by the end of project.

3.3.3 Databases and information exchange systems are used by employees of TI and CPB (all together 40 officials, by the end of project).

3.3.4 5 officials trained from TI and CPB

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Costs (EUR)</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Investigation of existing market surveillance databases and information exchange systems in the EU and links between these (3.3.1; 3.3.2; 3.3.3)</td>
<td>Research, done by expert (Twinning Light contract)</td>
<td>30 000</td>
<td>- Effective co-operation and communication between all involved parties; - Full commitment of both MS and Estonian experts is necessary for effective implementation of the project.</td>
</tr>
<tr>
<td>2. Investigation of practices using these databases in Member States (3.3.1; 3.3.2; 3.3.3)</td>
<td>Research done by expert (Twinning Light contract)</td>
<td>18 000</td>
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<tr>
<td>3. Training of the personnel of TI and CPB on the use of existing databases (3.3.3; 3.3.4)</td>
<td>Workshop for personnel (Twinning Light contract)</td>
<td>10 000 Co-financing 1 000</td>
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<tr>
<td>4. Development of co-operation between TI and CPB and similar Authorities of other EU Member States (3.3.3, 3.3.4)</td>
<td>Study tours, workshops and meetings arranged by expert. (Twinning Light contract)</td>
<td>25 000 Co-financing 8 000</td>
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<tr>
<td>Description</td>
<td>Details</td>
<td>Cost</td>
<td>Co-financing</td>
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<tr>
<td>5. Investigation of possibilities for integration of existing databases in TI and CPB (3.3.1; 3.3.2)</td>
<td>Research done by expert (Twinning Light contract)</td>
<td>20 000</td>
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<td>6. Issuing of technical descriptions of needed additions for databases and interfaces (3.3.1; 3.3.2)</td>
<td>Documentation prepared by expert (TA contract)</td>
<td>30 000</td>
<td>Co-financing 2500</td>
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<tr>
<td>7. Elaborating technical solutions for integrating of databases and information exchange systems (3.3.1; 3.3.2)</td>
<td>Research done by expert (TA contract)</td>
<td>25 000</td>
<td>Co-financing 2500</td>
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<tr>
<td>8. Development of market surveillance databases of TI and CPB (3.3.1; 3.3.2)</td>
<td>Work ordered from IT-company and completed. (Contract 3 – Service contract)</td>
<td>25 000</td>
<td>Co-financing 10 000</td>
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<tr>
<td>9. Working out interfaces between different databases and information exchange systems (3.3.1; 3.3.2)</td>
<td>Work ordered from IT-company and completed. (Contract 3 – Service contract)</td>
<td>10 000</td>
<td>Co-financing 7 000</td>
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<td>10. Implementation of changes and additions to the databases and interfaces. (3.3.3; 3.3.4)</td>
<td>Work ordered from IT-company and completed. (Contract 3 – Service contract)</td>
<td>7 000</td>
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<tr>
<td>11. Training of personnel of TI and CPB concerning integrated databases and information exchange systems (3.3.3, 3.3.4)</td>
<td>Work ordered from IT-company and completed. (Contract 3 – Service contract)</td>
<td>3 000</td>
<td>Co-financing 5 000</td>
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ANNEX 2
Time Implementation Chart

Project No:

**Project Title:** Development of Market Surveillance activities in New Approach area

<table>
<thead>
<tr>
<th></th>
<th>2005</th>
<th></th>
<th>2006</th>
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<td>Contract 1</td>
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<td>Twinning Light</td>
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<td>Contract 2</td>
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<tr>
<td>Contract 3</td>
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<tr>
<td>Supply of software and training personnel for using it:</td>
<td></td>
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<td></td>
<td></td>
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</tbody>
</table>


ANNEX 3 A  
Cumulative Contracting Schedule

Project No:  
Project Title: Development of Market Surveillance activities in New Approach area

<table>
<thead>
<tr>
<th></th>
<th>2006</th>
<th></th>
<th>2007</th>
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<tr>
<td>Contract 3 Supply of software and training personnel for using it</td>
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<td>TOTAL</td>
<td>103 000</td>
<td>158 000</td>
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### Cumulative Disbursement Schedule

**Project No:**

**Project Title:** Development of Market Surveillance activities in New Approach area

<table>
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<tr>
<th>Date</th>
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<td>30.06</td>
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<tr>
<td>Contract 1</td>
<td>Twinning package</td>
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<td>Contract 2</td>
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<td>Contract 3</td>
<td>Supply of software and training personnel for using it</td>
<td>10 000</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>80 000</td>
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</table>
1. BACKGROUND

Estonian Market Surveillance Authorities have databases in electronic form, where all data, gathered during surveillance activities are inserted. These databases enable to survey the safety and liability level in Estonia, to prepare reports and to plan surveillance activities. These different databases and information exchange systems are not integrated and therefore inserting data into different systems causes additional work for employees of both Authorities. Resources intended for Market Surveillance activities are quite limited in Estonia and therefore it is reasonable to integrate existing databases of these Authorities into RAPEX-system (Community Rapid Information System) and ICSMS-database, the internet-supported information and communication system for the pan-European market surveillance of technical products (www.icsms.org).

As a result of the project it is identified, which information sources and databases are used by EU institutions in the area of NA Directives Technical Inspectorate (TI) and Consumer Protection Board (CPB) are responsible of. Also there should be defined, what kind of information exchange systems there should be build up between the existing databases of TI and CPB and databases of EU institutions enabling electronic data exchange between these databases. According to this research will be done and a technical solution with software to integrate different existing databases will be worked out.

This project was initiated regarding Estonian Market Surveillance Strategy Document, which was created as a result of Phare 2000 Market Surveillance Project ES0005-1. The Strategy Document stresses that further steps should be taken to strengthen integration processes regarding information exchange and co-operation.

1.1 Background of the Investment component - Supply of software and training for using the software of the project Development of Market Surveillance activities in New Approach area

TI is the governmental agency under the Ministry of Economic Affairs and Communications that exercises state supervision regarding safety and reliability on wide area of different technical equipment and installations. CPB is the governmental agency under the Ministry of Economic Affairs, which is responsible for consumer rights, for safety and reliability of consumer products, personal protective equipment and toys.

The Ministry of Economic Affairs and Communications submitted Transition Facility 2005 project proposal “Development of Market Surveillance activities in New Approach area” to the Ministry of Finance in May 2004. The Committee of Ministers approved the list of 2005 project proposals, including the proposal of the Ministry of Economic Affairs and Communications in November 2004. It is foreseen that for the project, expertise is needed in order to ensure the quality of the project investment component.
As part of the preparatory studies of the project entitled “Development of Market Surveillance activities in New Approach area” this study concerns the Financial and Economic analysis of the investment component of mentioned project. With other information, it will help decide whether to fund the project (with or without conditions).

The consultant shall provide sound information, analysis and recommendations on the financial and economic aspects of the investment component of the project, both for the implementation period and for the duration of the planned benefits. If grounds are found for not recommending the project, they should be clearly explained. Any appropriate suggestions for reformulation and improvements should also be made.

In order to make the safety supervision system of TI and CPB more efficient and flexible, the project “Development of Market Surveillance activities in New Approach area” foresees the development of electronic databases and information exchange systems used.

Software supplied should enable to interconnect all the registers, data and information at the disposal of TI and CPB. It has to facilitate the planning of inspections and other activities at management and department level and communication between different national authorities and information sources and databases, which are used by EU institutions in the area of NA Directives.

2. Global and specific objectives

Wider objective
The preparation of Transition Facility program 2005 project.

Specific objective
Preparation of the feasibility analysis for the investment component – Supply of software and training for using the software of the project “Development of Market Surveillance activities in New Approach area”

2.1 Requested services

The Consultant shall analyze the feasibility aspects of the investment component on the basis of information related to the present practice on data-management, other background information, draft project documentation submitted to the European Commission and comments from the European Commission and European Commission Delegation.

Tasks:
The consultant shall analyse the actual need of electronic information exchange system and special software, also the need of special training of the staff of TI and CPB for using the software.
The analysis should take into account current needs of TI and CPB, considering also the future development of different information sources and information exchange
systems. The consultant should take note of availability of similar systems and software and take into account the experience of the EU countries in relevant matter.

Consultant must prepare report on feasibility analysis and benefits of the project 5 days after the completion of the assignment.

2.3 Results to be achieved by the Consultant

The feasibility analysis for the investment component – Supply of software and training for using the software of the project Development of Market Surveillance activities in New Approach area should include the study of:

- possible alternatives for creating electronic information exchange system;
- possible alternatives for security of the system;
- possible types of software programs;
- the need of special instructing for TI and CPB staff for using the software program;
- identification of direct and indirect benefits in operational stage;
- how the planned investment will support the achievement of the project objectives described in the project proposal.

Also the standard final report shall be submitted.