1. **Basic Information**

1.1. Désirée Number: HU0104.03

1.2. Title: **ACCESS 2001**

1.3. Sector: Employment and Social Affairs

1.4. Location: Hungary

2. **Objectives**

2.1. **Overall objective(s):**

   - To promote the implementation of the *Acquis communautaire* in policy areas in which the third sector plays an important role, and to raise popular awareness and acceptance in these areas;
   - To encourage the inclusion and participation of individuals and groups who risk being economically and socially or politically marginalized in the transformation process;

2.2. **Project purpose:**

   - To alleviate specific problems in the areas of environmental, consumers and health protection, socio-economic development and the reduction of marginalisation;
   - To strengthen the institutional and operational capacity of NGOs/NPOs;
   - To involve the NGOs/NPOs of Hungary in the activities of the European-wide NGO/NPO platforms and networks

2.3. **Accession Partnership and NPAA priority**

   - The AP and the NPAA deal with preparing the governmental sector for the tasks relating to accession. However, in order to obtain support for various issues related to accession and accession itself, the Government, as well as the Commission recognizes the need to prepare the third sector in their activities related to important and potentially problematic areas of accession such as environmental protection or consumers and health protection. NGOs/NPOs addressing the reduction of marginalisation of disadvantaged groups of the society also need to be supported, so as to help decrease the negative effects of the socio-economic transformation of Hungary.

2.4. **Contribution to National Development Plan**

   N.A.

2.5. **Cross Border Impact**

   N.A.

3. **Description**

3.1. **Background and justification:**

   To meet the ‘Copenhagen political criterion’, Hungary is expected not only to formally subscribe to the principles of the rule of law, human rights and the respect for and the
protection of ethnic minorities, but to put them into daily practice and establish the necessary institutional framework that supports their sustainability. The development of a democratic society is intrinsically linked to the development of an open civil society, the so-called third sector which complements the activities of the state and market economy. Functioning non-governmental and non-profit organizations (NGO/NPO) have a key role in articulating the demands of citizens through active participation and consciousness-raising. Typically many elements of the acquis communautaire are based on the existence of thriving and active NGOs/NPOs (such as consumer movements, environmental initiatives, social and health associations, etc.). Without the activities of these NGOs/NPOs, the acquis could not find popular acceptance or be implemented fully.

The Phare guidelines 2000-2003 provide the basis for supporting civil society with a view to:

- Supporting initiatives aimed at the consolidation and further development of democratic practices and the rule of law;
- Strengthening institutional capacity of non-governmental organizations and social partners at all levels;
- Supporting the inclusion and participation of individuals or groups who risk being socially, economically or politically marginalized due to culture, beliefs, gender, age, sexual orientation or disability’

3.2 Linked activities:
Access 2001 is heavily relying on the experience of previous multi-country programmes on civil society development that operate since 1993, notably the LIEN, Partnership, Democracy and Access 1999 and 2000 programmes. In awarding Access 2001 grants, care will be taken to avoid duplication or overlapping of funding with previous Access projects.

The sectoral division for ACCESS 1999 is as follows: 335.000 Euro for macro-projects (all sectors), 800.000 Euro for micro-projects in the social sector, 200.000 Euro for micro-projects in the environmental sector, 200.000 Euro for socio-economic development and 50.000 Euro for the Networking Facility. This division will give the background for the 2001 set up. For ACCESS 2000, the Steering Committee still has to decide about the allocations, the result will also be taken into consideration when deciding about the division for 2001.

3.3 Results:
• Projects will be successfully implemented by the grantees, thereby contributing to the implementation of the acquis communautaire
• NGOs/NPOs more closely integrated in EU-wide network

3.4 Activities:

1. Contracting TA for Grant Management. A competent organization preferably with experience in management of grant schemes in the NGO/NPO sector shall be selected through a restricted tender. The TA shall be able to assist the preparation of the call for proposals, disseminate application packages, advise potential applicants, check the beneficiaries’ reports and act as the secretary of the selection committee. Following the decision about the beneficiaries, the grant contracts shall be negotiated and prepared by
the TA. Organizing relevant information sessions shall also be a task entrusted to the TA. Furthermore the TA shall assist the monitoring and financial management as well.

2. Preparation and management of the grant schemes along the following guidelines:

2.1. Eligible partners:

The partner organizations must be:
- Non-governmental and/or non-profit organizations that are officially registered in their country of establishment
- Established and run in a candidate country of Central and Eastern Europe or in an EU country
- Non ‘exclusive’ organizations, i.e. organizations which do not condition their support or actions to ideological, doctrinal or religious adherence

Local and regional authorities may be associated as partners or co-financers to projects. They may not apply as lead applicants in projects.

2.2. Eligible sectors:

The Access programme will support the NGO/NPO activities in the following two sectors:

a) Activities related to the adoption and the implementation of the *acquis communautaire* in the following fields:
   Environmental protection, consumers and health protection
   Socio-economic development (such as promotion of workers rights and Social Dialogue; promotion of consumer interests and strengthening of associations representing co-operatives, mutuals and other organizations with a socio-economic role).

b) Activities in the social sector, which aim at contributing to the social reintegration and/or to promote sustainable health and social support for marginalized groups of the population (such as members of minority groups, handicapped, elderly, homeless, street or abused children, illiterate, unemployed, victims of addictions, of AIDS, victims of cruelty, etc.).

Within the parameters of these two broad sectors, the Steering Committee should identify the specific priorities for support in the year 2001, taking into account the priorities expressed in the AP, NPAA and other support available to civil society in Hungary.

2.3. Supported type of activities:

Co-financing grants will be awarded to support two types of projects: transnational “macroprojects” and local “microprojects”. In addition, networking of NGOs/NPOs is supported. It will be up to the Steering Committee to determine how the total grant allocation of Hungary is subdivided among macroprojects, microprojects and the networking facility.

2.3.1. Macro-projects
The basic conditions to apply under the macroproject facility are as follows:

- Projects must be coherent with the programme objectives. Projects should be self-contained operations designed in response to the situation of the country(ies) concerned and to the specific needs of Hungary or the beneficiary target group. They should indicate a coherent set of activities with clearly identified operational objectives.

- The financial EC contribution for projects will be up to EUR 100,000. The Steering Committee is free to define a suitable minimum size for admissible projects. The Phare contribution will cover up to 80% of total project costs where one or more Community partners are involved, and up to 90% of the total project costs where all partners are established in Central and Eastern Europe. Project promoters will therefore have to secure a matching contribution covering, respectively, min. 20% or min. 10% of total project cost; matching contributions may come from the partners themselves or from other public or private sources, but not from any other Community programme.

- In the interest of sustainability co-funding by national and local authorities is particularly encouraged.

- All projects must be submitted by at least two partner organizations from different countries. A partnership is a relation of substance involving an active exchange of skills, experience, knowledge and/or finance. All partners must be involved from the start in the elaboration of this project and actively participate in its implementation.

- One of the partners will act as lead organization, which means that it must demonstrate enough experience and capability to assume the financial and legal responsibility of the project. The lead applicant organization must be based in Hungary. Partners may equally be based in Hungary, another Phare accession country or in the European Union.

- Each project should provide for at least the two of the following components:
  (i) activity related component: concrete actions implemented for the benefit of the sector or target group
  (ii) capacity related component: training activities targeted at the beneficiary NGO’s staff (e.g. management, bookkeeping, human resources, marketing, fund-raising, etc.) in order to ensure viability and sustainability of the organization. Applicants should clearly demonstrate the positive organizational impact of the projects and their sustainability.

- The administrative costs of the organizations involved may be covered under the EC contribution (up to a maximum of 7% of the total cost of the project concerned) insofar as they are directly related to the implementation of the activities.

- The EC grant cannot be used for the following: one-off conferences, academic research and feasibility studies not followed by an implementation phase, amortisation, capital endowment, deficit financing, emergency relief projects, projects having already started and those of a partisan nature.

- The matching contribution for projects may be partly secured by contributions in kind, up to a ceiling of 10% of total project costs.

- The project duration may not exceed 24 months.
2.3.2. Micro-projects

The above provisions related to macroprojects apply also to microprojects, with the following exceptions:

- Projects may be submitted by a single Hungarian eligible organization without necessarily involving a partner

- The EC contribution will not exceed 80% or 90% of each project’s costs depending on the nature of the partnership involved if any (see section on macro-projects), the remainder being provided in cash or in kind by the applicant NGO/NPO.

- The maximum size of EC grant is EUR 50,000. The Steering Committee will define the minimum grant size.

- The projects should be implemented within a year.

2.3.3. Networking facility

This facility will provide support, allowing NGOs, NPOs and other civil society bodies to participate in activities organized at EU level. This would mainly cover travel and subsistence costs for attendance at events organized by bodies such as the EU-wide NGO/NPO platforms operating in the eligible sectors of the Access programme. The facility would also serve for the organization of events even if organized in Hungary, where the main aim would be to develop partnerships, given that it would allow for more Hungary-based NGOs to participate.

4. Institutional Framework

The programme implementation, including the preparation of detailed programme guidelines, calls for proposals; project selection; contracting and payments will be the responsibility of the CFCU. A Steering Committee (SC) shall be established consisting of the representatives of the following institutions: EC Delegation, the National Aid Coordination, CFCU, Prime Minister’s Office/Department for Relations with NGOs, Ministry of Social and Family Affairs +1 civil society representative, Ministry of Environment + 1 civil society representative, Ministry of Health + 1 civil society representative, Ministry of Economic Affairs + 1 civil society representative. The civil society representatives will be independent NGOs chosen and delegated by the sectoral ministries, in accordance with the Head of the EC Delegation in Budapest. The Head of EC Delegation may also appoint two additional civil society representatives of his choice, chosen for their representativity of the NGO sector and personal integrity. The SC shall decide on the priorities of the programme in Hungary that shall be financed from Access 2001 (sector eligibility), on the division of the available budget between the three components (macroprojects, microprojects and networking facility) and on the applicable ceilings not defined in the project fiche.

- **The CFCU** Retains full responsibility for programme implementation

**PAO:** Ms. Judit Rózsa, director- CFCU, Hungarian State Treasury
1052 Budapest, Deák Ferenc u. 5.
A Technical Assistance Organisation (TAO) will be contracted by the CFCU, which undertakes the task of day-to-day technical management of implementation of projects and monitoring activities under the authority of the CFCU. The relationship between the CFCU and the Intermediary shall be defined in a service contract which will reflect the institutional framework given in this fiche.

Rules, procedures and formats: The grant section of the Commission Practical Guide will be strictly followed.

A. PREPARATION OF THE PACKAGE OF CALL FOR PROPOSAL, GUIDELINES FOR APPLICANTS AND APPLICATION FORM ACCORDING TO THE PRACTICAL GUIDE

- The CFCU drafts the call for proposal, the guidelines for applicants and the application form in consultation with the entities concerned in the given field.
- The CFCU submits the final version of the documents to the EC for approval.
- The EC Delegation endorses the documents.

B. PUBLICATION OF THE CALL FOR PROPOSAL

The CFCU takes all appropriate measures to ensure that the nationally and regionally publicised call for proposal reaches the target groups in line with the requirements of the Practical Guide.

C. PROJECT SELECTION PROCESS

- The TAO collects and registers incoming project proposals.
- The CFCU selects (in agreement with the co-financing ministry/ies and the Soros Foundation involved, if relevant) and approves the assessor team for the assessment of administrative compliance, eligibility and assessment of technical and financial quality of proposals.
- The CFCU (PAO) nominates the evaluation committee (non-voting chairman and secretary, and voting members) with the co-financing ministry/ies and the Soros Foundation involved, if relevant.
- The CFCU nominates the members of the assessment team and evaluation committee exclusively on the basis of technical and professional expertise in the relevant area.
- The Delegation endorses the team of assessors and the composition of the evaluation committee. The Delegation nominates an observer to follow all or part of the proceedings of the Evaluation Committee. Prior approval is needed from the Delegation for the participation of other observers.
- The evaluation committee draws up its recommendations and decisions according to the assessor team's written assessment of each proposal on the basis of the published evaluation grid.
- The PAO approves the evaluation report prepared by the evaluation committee and forwards the evaluation report and any award proposals to the Delegation.
• The Delegation endorses (ex-ante) the evaluation report on the selection process and the final list of grants to be awarded.

• The CFCU notifies each applicant in writing of the result of the selection process.

D. CONTRACTING (PAO DESIGNATED IN THE RESPONSIBLE IMPLEMENTING AGENCY)

• The format of the grant contract is drafted according to the Practical Guide using the standard grant contract format and its annexes.

• The format of the grant contract is to be approved by the Delegation (in cases where the call for proposals results in the award of a large number of grants which all have the same grant contract conditions).

• The PAO signs the grant contracts with the selected beneficiaries based on the final list of grants approved by the Delegation. The language of the grant contract is English and the official Hungarian translation of the contract is attached to the signed English language contract.

• Copy of the signed grant contract is sent to the Delegation.

E. IMPLEMENTATION OF THE SELECTED PROJECTS BY THE BENEFICIARIES

• Beneficiaries subcontract suppliers of goods, services or works, in line with Phare procurement regulations annexed to the Grant Contract and under the Practical Guide.

• Projects under 300,000 Euro (Phare contribution) will be subject to ex-post control by the EC Delegation pursuant to the Practical Guide.

F. FINANCIAL MANAGEMENT OF THE SELECTED PROJECTS

• The CFCU with the technical assistance of the TAO receives and verifies the invoices and requests payment by the National Fund.

G. MONITORING OF THE PROJECTS IMPLEMENTED BY THE BENEFICIARIES

Standard Phare monitoring instruments will be used for monitoring purposes. Attention is drawn to the special duty of the TAO with regard to the day-to-day monitoring of the selected projects.

5. Detailed Budget

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6. Implementation Arrangements

6.1 Implementing Agency
6.2 Twinning
N.A.

6.3 Non-standard aspects
All grant selection procedures and tenders shall strictly follow the rules defined in the Practical Guide.

1.4 Contracts
The project will be implemented through one service contract with an estimated value of 0.2 M€ and a number of grant contracts. At this stage it is difficult to provide an estimated amount of the grant contracts as the budgetary split between the Macro-projects (Maximum Phare contribution 100,000 €) and the microprojects (Maximum Phare contribution 50,000 €) will only be decided at the outset of the project.

7. Implementation Schedule

<table>
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<th>Start of tendering/call for proposals</th>
<th>Start of project activity</th>
<th>Project Completion</th>
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<td>10/2001</td>
<td>06/2004</td>
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<tr>
<td>Grant schemes</td>
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<td>04/2002</td>
<td>04/2004</td>
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</table>

8. Equal Opportunity

Equal participation in the project by women and men will be ensured.

9. Environment
Not Applicable

10. Rates of return
Not Applicable

11. Investment criteria
Not Applicable

12. Conditionality and sequencing
The programme implementation will start by contracting the TA organization, thereafter with the input of the TA, the call for proposals can be finalized and implemented.

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

**Project number**: HU0104.03  
**Project title**: Access 2001  
**Contracting period expires**: 11/2003  
**Disbursement period expires**: 11/2004  
**Total Budget**: 2.2 MEUR  
**Phare Allocation**: 2 MEUR

### Overall objectives
- To implement the *acquis* in areas of NGO/NPO involvement
- To encourage participation of individuals at risk of being socially, economically or politically marginalized
- Increased number of active NGOs/NPOs
- Increase in partnership and cooperation between NGOs/NPOs
- Increased participation in society of targeted groups
- Improved *acquis* implementation record

### Project Purpose
- To strengthen civil society by developing the institutional capacity of NGOs/NPOs
- To stimulate initiatives from NGO/NPO in favour of *acquis* objectives
- To strengthen operational capacity of organisations through transfer of know-how, training, seminars, etc.
- To promote networking of NGOs/NPOs
- Increase in number and quality of applications for funding
- Number of projects carried out successfully
- Increased number of NGOs/NPOs active in EU-wide networks

### Results
- Projects successfully implemented by grantees, thereby contributing to the implementation of the *acquis communautaire*
- Number of transnational co-operation projects successfully implemented
- NGOs/NPOs more closely integrated in EU-wide networks
- Structures set-up / projects operating according to realistic timetables and plans
- Increased number of NGOs/NPOs participating at EU-level activities

### Activities
- Preparing guidelines for the calls for proposals
- Contracting Management Organisation
- Preparing calls for proposals
- Selection, contracting, payments, monitoring, audit
- Steering Committee decision
- TA contract
- Grant scheme(s)

### Preconditions
- Continuous Government commitment to the aims of the programme
- Cooperation and coordination between the relevant authorities/organisations involved
- Availability of own resources in NGOs/NPOs for co-financing
- Availability of qualified TA
- Existence of real partnerships
- Efficient programme/project management
- Coordination between the IA, project owners and other organisations involved
ANNEX 2 - Implementation Time Chart

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T: Tendering  
C: Contracting  
I: Implementation  
D: Disbursement
ANNEX 3 Cumulative Quarterly Commitment and Disbursement Schedule in MEURO

Since the division between three project types is not yet known, it is not possible to plan the exact disbursement schedule.

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