STANDARD SUMMARY PROJECT FICHE

1. Basic Information

1.1 Désirée Number: 2002/000-315.02.04
1.2 Title: ACCESS 2002
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;
- To encourage the inclusion and participation of individuals and groups at risk of being economically, socially and politically marginalized in the transition process.

2.2. Project purpose:

- To strengthen the institutional and operational capacity of NGOs/NPOs involving them in the activities of the European-wide NGO/NPO platforms and networks
- To support third Sector in addressing specific problems in the areas of environment, consumer and health protection, socio-economic development and the reduction of marginalisation;

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 democracy 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 accquis 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 accquis 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 organisations 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 2002 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, 2000 and 2001 programmes. In awarding Access 2002 grants, care will be taken to avoid duplication or overlapping of funding with previous Access projects. The sectoral division for ACCESS 2001 is as follows: 700.000 Euro for macro-projects (all sectors), 500.000 Euro for micro-projects in the social sector, 400.000 Euro for micro-projects in the environmental sector, 100.000 Euro for socio-economic development and 100.000 Euro for the Networking Facility. This division will give the background for the 2002 set up. For ACCESS 2002, the Steering Committee has to decide about the allocations.

3.3 Results:

- Hungarian NGOs/NPOs better organised and managed according to EU best practice;
- Effective managerial skills of the promoted among NGO/NPO managers
- Positive and recognised third sector contribution in addressing specific problems in the areas of environment, consumer and health protection, socio-economic development and the reduction of marginalisation;

3.4 Activities
The project will provide grant funding to support projects proposed by NGOs in a number of areas. It will be implemented through a Grant scheme. Support will also be provided to contract a suitable organisation to assist the PAO in the management of the scheme.

3.4.1 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 during the full length of the Programme. Following the decision about the beneficiaries, the grant contracts shall be negotiated and prepared by the TA. Organising relevant information sessions shall also be a task entrusted to the TA. Furthermore the TA shall assist the monitoring and financial management as well.

3.4.2 Grant Scheme

Eligible organisations:

The partner organisations must be:

- Non-governmental and/or non-profit organisations 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, educational institutions run by the local or central budget, and are officially registered in their country of establishment may be associated as partners or co-financiers to projects. They may not apply as lead applicants in projects.

Eligible Sectors

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

Activities related to the adoption and the implementation of the *acquis communautaire* in the following fields:

- Environmental protection,
- Consumer and health protection,
- Socio-economic development: building local democracy, developing local communities, strengthening the democratic and organisational structure of NGOs / NPOs, promotion of worker’s rights and Social Dialogue, education services promoting the wider dissemination of EU issues, participation in the debate on the “Future of Europe”
- Promoting and monitoring human rights: conflict prevention and management, confidence building measures: mediation and resolution, civic education, combating racism and xenophobia and discrimination against minorities and indigenous peoples, EU citizen’s rights in Europe
- Activities in the social and health sector, which aim at contributing to the social reintegration and/or to promote sustainable public 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 and of AIDS, victims of cruelty, people suffer from chronic disease, disadvantaged women

Within the parameters of these two broad sectors, the Steering Committee should identify the specific priorities for support in the year 2002, taking into account the priorities expressed in the AP, NPAA and other support available to civil society in Hungary.

Type of project eligible for Grant support:

Co-financing grants will be awarded to support two types of projects: transnational “Macro-projects” and local “Micro-projects”. 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 Macro-projects, Micro-projects and the Networking Facility.

Macro-projects

The basic conditions to apply under the macro project facility are as follows:

Projects must be coherent with the programme objectives. They 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 grant 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 organisations 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 organisation, which means that it must demonstrate enough experience and capability to assume the financial and legal responsibility of the project. The lead applicant organisation must be based in Hungary. Partners may equally be based in another Phare accession country or in the European Union and additionally in Hungary.

Each project should consists of the following components:

activity related component: concrete actions implemented for the benefit of the sector or target group
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 organisation. Applicants should clearly demonstrate the positive organisational impact of the projects and their sustainability.

The administrative costs of the organisations 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 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.

**Micro-projects**

The above provisions related to macro-projects apply also to micro-projects, with the following exceptions:

Projects may be submitted by a single Hungarian eligible organisation.

The grant 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.

**Networking facility**

This facility will provide support, allowing NGOs, NPOs and other civil society bodies to participate in activities organised at EU level. This would mainly cover travel and subsistence costs for attendance at events organised 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 organisation of events even if organised in Hungary, where the main aim would be to develop partnerships, given that it would allow for more Hungary-based NGOs to participate.

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 (PAO).

**3.5 Lessons Learned**

A Report was produced in April 2001 covering the assessment of Lien, Partnership and Democracy programmes and their successor programme, ACCESS. Given the multi-country nature of the projects evaluated, the recommendations do not specifically concern Hungary. In
addition as ACCESS itself was at a very initial stage of implementation, the basis for specific recommendations was scarce. Nonetheless the findings of the report are broadly relevant for the present project and have been addressed in project design.

In terms of management of the scheme the assessors underlined that in the case of Access, the Commission Services should ensure rapid resolution of the implementation problems are resolved as quickly as possible. In the current project specific provisions are made to support through appropriate TA the management of the Grant scheme.

Information relating to possible launch dates, eligibility criteria and levels of grant funding should be made available by the respective Delegations. For the Democracy programme, the main management recommendation refers to the need to ensure timely delivery of final reports.

In terms of design recommendations the report recommended pursuing the de-centralisation process, to review the indicators of achievements to ensure that they are realistic, quantified and qualified.

4. Institutional Framework

A Steering Committee (SC) shall be established consisting of the representatives of the following institutions: EC Delegation, the National Aid Co-ordination, CFCU (PAO), Prime Minister’s Office/Department for NGO Relations (SPO), 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, Ministry of Youth and Sport + 1 civil society representative, Ministry of Education + 1 civil society representative. The civil society representatives will be independent NGOs chosen and delegated by the sectoral ministries or by the body/committee advising the particular ministry and representing the sectoral NGOs. The Head of the EC Delegation may also appoint two additional civil society representative of his choice, chosen for its 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 2002 (sector eligibility), on the division of the available budget between the three components (Macro-projects, Micro-projects and Networking Facility) and on the applicable ceilings not defined in the project fiche. The Grant Scheme implementation mechanism is included as Annex 4.

5. Budget

<table>
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<tr>
<th></th>
<th>Phare Support</th>
<th>Total Phare (=I+IB)</th>
<th>Government co-financing</th>
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<th>TOTAL</th>
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<td>Total</td>
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<td>2.315</td>
<td>2.315</td>
<td>0.50</td>
<td>2.815</td>
</tr>
</tbody>
</table>

The project will be jointly co-financed between Phare and government resources. The Phare amount is binding as a maximum amount available for the project. The ratio between the Phare and the national amount is also binding and has to be applied to the final contract price.

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.

6.4 Contracts

The project will be implemented through one service contract with an estimated value of 0.25 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>
<thead>
<tr>
<th></th>
<th>Start of tendering/call for proposals</th>
<th>Start of project activity</th>
<th>Project Completion</th>
</tr>
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<tr>
<td>TA contract</td>
<td>09/2002</td>
<td>02/2003</td>
<td>07/2005</td>
</tr>
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<td>Grant schemes</td>
<td>03/2003</td>
<td>06/2003</td>
<td>06/2005</td>
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</table>

8. Equal Opportunities

Projects concerning women in a situation of social disadvantage will be funded under the Grant scheme.

9. Environment

N.A.

10 Rates of Return

N.A.
11. Investment criteria

N.A.

12. Conditionality and sequencing

None
List of Annexes

Annex 1  Logical framework matrix in standard format
Annex 2  Detailed implementation chart
Annex 3  Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period)
Annex 4  Implementation mechanism for the Grant Scheme
### ANNEX 1 – LOGFRAME PLANNING MATRIX

<table>
<thead>
<tr>
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<tr>
<td>Project number</td>
<td>2002/000-315.02.04</td>
<td>Total Budget: 2.815 MEUR</td>
<td>Phare Allocation: 2.315 MEUR</td>
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<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 promote the implementation of the <em>Acquis communautaire</em> in policy areas in which the third sector plays an important role;</td>
<td>• Increased awareness of Community legislation among the population at large as evidenced by (x)% increase from the base year (2002) to the end of the project.</td>
<td>National reports and statistics</td>
<td>Continuous Government commitment to the aims of the programme</td>
</tr>
<tr>
<td>• To encourage the inclusion and participation of individuals and groups at risk of being economically, socially and politically marginalized in the transition process;</td>
<td>• Increase in Social inclusion of disadvantaged groups as evidenced by (x)% increase from the base year (2002) to the end of the project.</td>
<td>Studies by international institutions (OECD, World Bank, EU)</td>
<td></td>
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<tr>
<td>•</td>
<td></td>
<td>Commission reports</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Purpose</th>
<th>Objectively verifiable indicators</th>
<th>Sources of verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• To strengthen the institutional and operational capacity of NGOs/NPOs involving them in the activities of the European-wide NGO/NPO platforms and networks</td>
<td>• Increased number of NGOs/NPOs active in EU-wide networks as evidenced by (x)% increase from the base year (2002) to the end of the project.</td>
<td>Implementing Agency’s reports and statistics</td>
<td>Cooperation and coordination between the relevant authorities/organisations involved</td>
</tr>
<tr>
<td>• To support third Sector in addressing specific problems in the areas of environment, consumer and health protection, socio-economic development and the reduction of marginalisation;</td>
<td>• Increase in partnership and cooperation between NGOs/NPOs as evidenced by (x)% increase from the base year (2002) to the end of the project.</td>
<td>National reports and statistics</td>
<td>Availability of own resources in NGOs/NPOs for co-financing</td>
</tr>
<tr>
<td>•</td>
<td>• Increase in number and quality of applications for funding as evidenced by (x)% increase from the base year (2002) to the end of the project.</td>
<td>Commission reports</td>
<td>Availability of qualified TA</td>
</tr>
<tr>
<td>•</td>
<td>• Number of projects carried out successfully <em>(but target not set in planning documents)</em></td>
<td></td>
<td>Existence of real partnerships</td>
</tr>
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<table>
<thead>
<tr>
<th>Results</th>
<th>Objectively verifiable indicators</th>
<th>Sources of verification</th>
<th>Assumptions</th>
</tr>
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<tbody>
<tr>
<td>• Hungarian NGOs/NPOs better organised and managed according to EU best practice;</td>
<td>Structures set-up / projects operating according to realistic timetables and plans</td>
<td>Progress monitoring reports</td>
<td>Efficient programme/project management</td>
</tr>
<tr>
<td>• Effective managerial skills of the promoted among NGO/NPO managers</td>
<td>Increased number of NGOs/NPOs participating at EU-level activities</td>
<td>Project manager’s reports</td>
<td>Coordination between the IA, project owners and other organisations involved</td>
</tr>
<tr>
<td>• Positive and recognised third sector contribution in addressing specific problems in the areas of environment, consumer and health protection, socio-economic development and the reduction of marginalisation;</td>
<td></td>
<td>Contractor’s reports</td>
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| Activities                                                   | Means                                                                                             |                                                                  |                                                                          |


<table>
<thead>
<tr>
<th>NGO projects</th>
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**Preconditions**

(15)
### ANNEX 2 - Implementation Time Chart

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<tr>
<td>TA Contract</td>
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<td>C</td>
<td>I</td>
<td>I</td>
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<tr>
<td>Grant schemes</td>
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<td>T</td>
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<td>I</td>
<td>I</td>
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<td>I,D</td>
<td>I,D</td>
<td>I</td>
<td>I</td>
<td>I,D</td>
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T: Tendering  
C: Contracting  
I: Implementation  
D: Disbursement
# ANNEX 3 Cumulative Quarterly Commitment and Disbursement Schedule in MEURO

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<td>2.315</td>
<td>2.315</td>
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<td>2.315</td>
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<tr>
<td>Disbursement</td>
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<td>1.2</td>
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<td>1.7</td>
<td>1.8</td>
<td>2</td>
<td>2.315</td>
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</table>
ANNEX 4 – Implementation Mechanism for the Grant Scheme

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.

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.

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.

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.

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.