STANDARD SUMMARY PROJECT FICHE

1. Basic Information

1.1 CRIS Number: 2003/004 -347-02-02
1.2 Title: ACCESS 2003
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 the Hungarian NGO’s awareness in these areas.
• To encourage NGOs participation in the social, socio-economic and environmental fields, and to allow the formation of partnerships and programmes with local and international NGOs.

2.2. Project purpose:

• To strengthen the institutional and operational capacity of civil organisations involving them in the activities of the local and the European-wide NGO/NPO platforms and networks
• To support the Third Sector in the realisation of programmes in the areas of environment, social, 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 recognises 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. Civil organisations 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 *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 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 2003 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 2003 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 2003 set up. For ACCESS 2003, the Steering Committee has to decide about the allocations.

3.3 Results:

- Hungarian civil organisations are prepared for future call for proposals according to EU best practice;
- Effective project applications and project management skills achieved amongst the NGO/NPOs
- Third sector addressing specific problems/issues in the areas of environment, consumer and health protection, socio-economic development, and the reduction of marginalisation;
3.4 Activities

The programme will provide funding (grant scheme) to support projects proposed by civil organisations in a number of areas. Support will also be provided to contract a suitable technical assistance organisation to assist the PAO in the management of the scheme.

Further support will be provided by another contractor, with the aim of organising coherent training for civil organisations on a regional level in order to prepare the third sector to take advantage of future Structural Funds support.

3.4.1 TA for Grant Management.

A competent organisation preferably with experience in management of grant schemes in the NGO/NPO sector shall be selected through a simplified procedure. 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” organisations, i.e. organisations 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.

Social Partners organisations (e.g. Trade Unions) which fulfil the above criteria are eligible for support under ACCESS.

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 and health protection;
- Consumer protection;
- Socio-economic development: building local democracy, developing local communities, strengthening the democratic and organisational structure of civil organisations, 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 2003, taking into account the priorities expressed in the AP, NPAA and other support available to civil society in Hungary.

A specific allocation of 250,000 € will be earmarked within the Call for proposal to support Consumer Protection NGOs.

**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 minimum project duration is 12 months and 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 remaining 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 civil organisations 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).

3.4.3. Service Contract for Training*

Although the Phare programme HU-00-08-01 Regional Preparatory Programme (RPP) covers some Structural Funds related training activities on a regional level, civil organisations are not a direct target group of those activities. Therefore civil organisations are only involved in the project generation and the partnership groups of the RPP programme. Nevertheless there is an urgent need for tailor made training where curricula is especially designed for civil organisations.

Organisation of training courses with the involvement of a professional organisation, specialising in the EU fund management, is therefore a well-justified need. The organisation shall have experience mainly in the management of Structural Funds and could be consulted by civil organisations also in the future. A competent organisation shall be selected. The selected organisation has to be able to organise coherent training series for civil organisations on a regional level. More precisely 7 regional training, each regional training composing of three 1.5 or 2 days training sessions of different scope, with the participation of 100-150 civil experts delegated by civil organisations of the region) have to be carried out. There is also a possibility (and recommended to assure an active civil participation in this activity) of co-operating with the Civil Houses for informing the civil organisations about the training, collecting the applicants, selecting the participants, participating in the technical organisation of the training (assuring facilities for the training). The scope of the training will take into account the needs identified from projects in related areas, and in particular the RPP and the 2002 Project Generation Facility.

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, at the time of the evaluation ACCESS itself was at a very initial stage of implementation, therefore 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 the importance of ensuring rapid resolution of implementation problems by Commission Services in the case of Access. In the current project specific provisions are made to support appropriate TA for 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 refer to the need to ensure timely delivery of final reports.
In terms of design recommendations the report recommended pursuing the decentralisation process, to review the indicators of achievements to ensure that they are realistic, quantified and qualified.

Experience in the implementation of the programme in earlier years has highlighted the need for clearer evaluation guidelines and better training of the assessors. In that respect a detailed written instruction manual, and a short training will be provided to the assessors, and the evaluation committee members on the methodology of their work and their responsibility in the selection procedure in the view of the lessons learnt form the last years experience.

Several Regional information sessions will be organised by the TAO 1 month after the launch of the Calls for Proposals in order to answer upcoming application related issues.

4. Institutional Framework

A Steering Committee (SC) shall be established consisting of the representatives of the following institutions: EC Delegation, the Prime Minister’s Office/Office for National Development Plan and EU Support, CFCU (PAO), Prime Minister’s Office/Office of Government Information Technology and Civil Relations (SPO), Ministry of Health, Social and Family Affairs + 1 civil society representatives, Ministry of Environment and Water + 1 civil society representative, Ministry of Economy and Transport + 1 civil society representative, Ministry of Child, Youth and Sport + 1 civil society representative, Ministry of Education + 1 civil society representative. The civil society representatives will be independent civil organisations chosen on the basis of their representativity and their knowledge of the ACCESS programme by the sectoral ministries or by the body/committee advising the particular ministry and representing the sectoral civil organisations. The Head of the EC Delegation may also appoint two additional civil society representatives 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 2003 (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 (M€)

<table>
<thead>
<tr>
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<th>Phare Support</th>
<th>Support</th>
<th>Total Phare (=I+IB)</th>
<th>National Public Co-financing</th>
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The Grant Scheme will be jointly co-financed by Phare and Government resources. The ratio between the Phare and the national amount is binding, and has to be applied to the final contract price. The National co-financing indicated in the above table will be provided by the Office of Government Informatics and Civil Relations and is net of contributions that the beneficiaries might be requested to provide under the Grant Scheme.

6. Implementation Arrangements

6.1 Implementing Agency

**PAO:** Ms. Judit Rózsa, director
CFCU, Hungarian State Treasury
1052 Budapest, Deák Ferenc u. 5.
Phone: (36-1) 327-3650 Fax: (36-1) 327-5972
E-mail: jrozsa.cfcu@sd.hu

**SPO:** Dr. György Bódi, Director-General
PMO, Office of Government Informatics and Civil Relations
Address: 1024 Budapest, Szilágyi Erzsébet fasor 11/B.
Phone: (36-1) 441-2544 Fax: (36-1) 441-2562
E-mail: Gyorgy.Bodi@MEH.HU

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. A detailed description of the selection procedure is outlined in Annex 4.

6.4 Contracts

The project will be implemented through two service contracts with an estimated value of EURO 195,000 (TA), EURO 300,000 (Training) 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 micro projects (Maximum Phare contribution 50,000 €) will only be decided at the Steering Committee.

7 Implementation Schedule

<table>
<thead>
<tr>
<th>organisation</th>
<th>Start of tendering/call for proposals</th>
<th>Start of project activity</th>
<th>Project Completion</th>
</tr>
</thead>
</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

The adequate number of PMO staff, their formal identification and official notification to the related institution is crucial to ensure the smooth implementation of the Access programme.
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>
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<tr>
<th>Logframe planning matrix</th>
<th>Contracting period expires: 30/06/2005</th>
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<tbody>
<tr>
<td>Disbursement period expires: 30/11/2006</td>
<td>Total Budget: 3 MEUR</td>
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<td>Phare Allocation: 2.5 MEUR</td>
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<table>
<thead>
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<th>Project number</th>
<th>Project title: Access 2003</th>
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<td>2002/004-347/02-02</td>
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<tr>
<th>Overall objectives</th>
<th>Objectively verifiable indicators</th>
<th>Sources of verification</th>
<th>Assumptions</th>
</tr>
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<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>More international partnerships are formed. International partnership is also encouraged and is present in micro projects</td>
<td>National reports and statistics, studies by international institutions (OECD, World Bank, EU), Commission reports</td>
<td>Continuous Government commitment to the aims of the programme</td>
</tr>
<tr>
<td>To strengthen the capacity of the NGO sector.</td>
<td>Project planning, implementation, management and co-operation skills development of those NGOs, which participated in the training programme</td>
<td>Hungarian press and media, test project the NGOs prepare at the end of the training.</td>
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<tr>
<td>To encourage NGOs participation in the social, socio-economic and environmental fields, and to allow the formation of partnerships and programmes with local and international NGOs.</td>
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<th>Objectively verifiable indicators</th>
<th>Sources of verification</th>
<th>Assumptions</th>
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<tbody>
<tr>
<td>To strengthen the institutional and operational capacity of civil organisations involving them in the activities of the local and the European-wide NGO/NPO platforms and networks</td>
<td>50 to 100 civil organisations financed with the NGO/NPOs participating in the Macro programme are active in EU-wide networks. Increase the international partnership and co-operation between civil organisations as evidenced with increasing the amount available for the macro projects by 30% in comparison to the previous years. Increase in quality for funding in relation to the budget allocation difference and project size growth in relation to 2002. 35-42 training days organised</td>
<td>Implementing Agency’s reports and statistics, National reports and statistics, Commission reports</td>
<td>Co-operation and co-ordination between the relevant authorities/organisations involved. Availability of own resources in NGOs/NPOs for co-financing. Availability of qualified TA. Existence of real partnerships</td>
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<td>To support the Third Sector in the realisation of programmes in the areas of environment, social, consumer and health protection, socio-economic development, and the reduction of marginalisation</td>
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<th>Results</th>
<th>Objectively verifiable indicators</th>
<th>Sources of verification</th>
<th>Assumptions</th>
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<tr>
<td>Hungarian civil organisations better organised and managed according to EU best practice; Effective managerial skills of the promoted among NGO/NPO managers</td>
<td>40-120 Projects carried out successfully by NGOs/NPOs. Structures set up / projects operating according to realistic timetables and plans</td>
<td>Progress monitoring reports, project manager’s reports, contractor’s reports</td>
<td>Efficient programme/project management. Coordination between the IA, project owners and other organisations involved. Increase of staffing at the PMO to ensure smooth implementation of the programme</td>
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<td>Positive and recognised third sector contribution in addressing specific problems in the areas of environment, consumer and health protection, socio-economic development</td>
<td>Increased number of NGOs/NPOs participating at EU-level activities. Involvement of increased number of civil organisations in the central decision making process.</td>
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<tr>
<td>Involvement of increased number of civil organisations in the central decision making process.</td>
<td>600 civil experts trained and prepared for EU funds management</td>
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<td>Activities</td>
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<tr>
<td>• Management of grant schemes</td>
<td>TA contract</td>
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<td>• Organisation of trainings, seminars for NGOs</td>
<td>Service contract</td>
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<td>• NGO projects</td>
<td>Grant scheme</td>
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Preconditions

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### 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

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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.

**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.