Standard Summary Project Fiche

1. Basic Information
   1.1 Desiree Number: 2002/000-590-05-01
   Twinning Component Number: LV/2002/IB/FI-01
   1.2 Title: Intra-Community Trade Statistics
   1.3 Sector: Statistics
   1.4 Location: Latvia

2. Objectives

   2.1 Wider Objective(s):
   • To improve and harmonise trade statistics.

   2.2 Project purpose:
   • Preparation of the Central Statistical Bureau for implementing Intrastat

   2.3 Accession Partnership and NPAA priority
   i) Accession Partnership priority:
   • Further improve quality and coverage of statistics, ensure adequate resources are available to
     further strengthen statistical capacities, including at regional level
   ii) NPAA program priorities:
   • Priority measure – restructuring of the state statistical system in accordance with the EU
     legislation and the Statistical Requirements Compendium worked out by Eurostat and
     requirements of other international institutions
   • Improvement of the statistical data quality by improving the information system in the field of
     statistics

3. Description

   3.1 Background and justification:

   With support from previous Phare Programmes the Central Statistical Bureau of Latvia (CSB) was
   able to carry out the necessary legislative amendments with regard to the implementation of
   international classifications, introduce a new statistical methodology and upgrade its IT
   infrastructure.
   The current project proposal foresees the elaboration of the Intrastat system. Upon Latvia’s
   accession to the EU the Intrastat system has to be operational to monitor trade between the
   Member States (Eurostat Compendium module 531 "Trade in goods between Member States").
   The project is based on Council Regulation (EEC) No 3330/1991 of 7 November 1991 which is
   the framework on statistics relating to the trading of goods between the Member States, and
   related implementing regulations. Currently the Law on State Statistics of the Republic of Latvia
   regulates the obligations of companies. National legislation related to the Intrastat will be
   elaborated and approved by January 1, 2004 (Initiator – the Ministry of Economics (the Central
   Statistical Bureau), the Ministry of Finance (the State Revenue Service (SRS)). The changes in
   legislation will contain the order of declaring the trade between Latvia and the Member States and
   allow the SRS to transfer the individual data to the CSB.
   The main target of the project is to build up the infrastructure and survey organization for trade
   statistics between the Member States ([Intrastat]). Between Member States customs formalities
   including customs declarations, physical frontiers and taxes for goods in circulation do not exist.
   The Intrastat system helps to collect trade data between the Member States for national accounts
   and balance of payments, for trade policy analysis, sectoral policy analysis, competition rules, the
   management and guidance for agriculture and fisheries, regional development, tax authorities, etc.
   One of the key elements of the Intrastat system is the use of value added tax information on intra-
   Community transactions therefore two independent state authorities - the Central Statistical
   Bureau and the State Revenue Service are involved in the project. This obligation results from the
above mentioned regulations. Intra-Community operators will have to declare their trades in goods within the EU to the CSB as a competent authority.

Statistics represent itself a large part of the *acquis* and the objective of the CSB is to comply with it and to provide a continuous service to the EU institutions, various international organizations, national government and public.

The acquired assistance and experience through the multi-country Phare (The multi-country Phare 2000 pilot project) activities will help to ensure the successful organization of Intrastat. Because of the technical complexity of the Intrastat system, the project is planned to be implemented by twinning taking into account national needs and solving unexpected problems.

3.2 Linked activities:

**Relation to the previous assistance from the EU Phare program:**
The CSB has received Phare support from 1993.
The CSB took part in the two Eurostat’s projects related to external trade statistics.

**Phare Pilot Project on External Trade Statistics (Multi country Phare program activity).**

The project was carried out in 1999-2000. It consisted of two sub-projects:
- Provision of external trade data into the Comext database on a regular basis. The provided data are comparable with the EU requirements related to the trading of goods with third countries (Council Regulation No 1172/95, Council Regulation No 1917/2000).
- Provision of the national tariff information. Requested information for 1999 was prepared in collaboration with the Ministry of Finance.

The above mentioned activities concerned exclusively trade with the third countries (Eurostat Compendium module 532 "Trade in goods with third countries").

**Enlargement Project on External Trade Statistics (Multi country Phare program activity).**

Within the framework of the project Eurostat organized two study visits to the Member States. The main purpose of the visits was to learn the existing Intrastat systems. Latvia visited the United Kingdom (March 2001) and Belgium (June 2001). The visits enabled the participants to acquire the ideas on implementation of Intrastat system and equally on its importance in national and European statistical system. As a result of these visits the CSB of Latvia prepared a draft of the Intrastat implementation activities.

**Technical assistance in the field of Intrastat under multi-country Phare 1999 budget.**

The duration of the project is January 2002 – July 2002. The objective of the project is to enable candidate countries to continue the convergence towards *the acquis communautaire* in external trade statistics in particular Intrastat. Assistance and advice from experts of the Member States to candidate countries will result in tangible outputs for the implementation of Intrastat – detailed timetable for the overall Intrastat preparatory and implementation work, definition of the prototype of the register of intra - community trade operators, organization chart of Intrastat, including job descriptions, threshold studies, finalization when relevant of a service level agreement with the competent fiscal/customs administration regarding the share of work in relation to Intrastat.

**The multi-country Phare 2000 pilot project (February 2002 – August 2003).**

The project will focus on organization of the Intrastat declarants register prototype, data collection from enterprises, technical assistance, exchange of experience between the candidate countries.

**National Phare 2001 project ”Institutional Strengthening of the Tax and Customs Administration”**
One of the components of the project foresees development of the Tax Administration IT systems in conformity with the EU requirements, the financing granted by Phare will not cover all the expenses needed for a total development and implementation of the specific EU computer systems. In this context, within the Phare 2001 project the development of specific computerised systems of tax administration for ensuring the exchange of information among the EU member countries - VIES (VAT Information Exchange System) and SEED (System for Exchange of Excise Data).

Accordingly, an additional funding is vital and required for ensuring the development and implementation of the Intrastat system in the SRS.

3.3 Results:

1. Tailor made software for the register of the intra - community trade operators built.
2. Data collection, processing and dissemination within Intrastat environment implemented.
4. Help desks and information campaigns within WEB.
5. SRS specialists trained.
6. Personnel trained for use of Intrastat system.
7. Improved data processing system of the State Revenue Service.
8. Developed IT system.

Twinning results:

1. Strategy for the adaptation and implementation of the Intrastat methodology developed.
2. EU legislation /requirements of Intrastat in Latvian circumstances adapted.
3. Register of the intra-community trade operators developed.
4. Recommendations for the organization of the cooperation between the CSB and the SRS elaborated.
5. VAT and Intrastat data collection, processing and dissemination chain created.

3.4. Activities

**Component 1: Adoption and implementation of Intrastat methodology**

**Contract 1 Twinning Covenant**

- Development of the strategy for the adoption and implementation of the Intrastat methodology
- Adaptation of EU legislation/requirements of Intrastat in Latvian circumstances
- Development of the register of the intra-community trade operators
- Elaboration of recommendations for the organization of the cooperation between CSB and SRS
- Creation of VAT and Intrastat data collection, processing and dissemination chain

**Means: Twinning Covenant**

**Long-term expert PAA - 12 m/m**

The main task of the Pre-Accession Adviser is to develop the strategy for the adaptation and implementation of the Intrastat methodology. The twinning partner supports the CSB and the SRS in the following:

- Monitoring and guidance of the whole project
- Analysis of the current situation
- Technical supervision of harmonization of methodological rules relating to the Intrastat
- Design of an efficient Intrastat administrative structure
• Elaboration of the Intrastat declaration form, filling-in instruction, determination of the threshold fixation, data estimation methods

Detailed recommendations for completion of the proposed Intrastat implementation strategy, administrative structure, methodology in Latvian circumstances should be provided to CSB and the SRS, at the latest six months from date of signature of the Twinning Covenant.

Profile of the EU twinning expert – PAA:
• Preferably experience of at least 10 years work in the field of statistics (at minimum 5 years)
• At least 5 years experience concerning the Intrastat system
• Good analytical and organizational skills
• Fluency in English
• University degree

Short term twinning assistance estimated 2 months
The main task of the twinning expert is to advise the CSB relating the adaptation of EU legislation/requirements on Intrastat in Latvian circumstances.

Detailed recommendations for the necessary legislative documents in Latvian circumstances in accordance with the Intrastat requirements should be provided to the CSB, at the latest two months from date of signature of the Twinning Covenant.

Profile of the EU twinning expert:
• Preferably experience of at least 5 years work in the field of statistics (Intrastat system)
• Experience in the field of legislation
• Good analytical and organizational skills
• Fluency in English
• University degree

Short term twinning assistance estimated 3 months
The main task of the twinning expert is to advise the CSB how to develop the register of the intra-community trade operators.

Detailed recommendations for the contents and structure of the register of the intra-community trade operators, administration of the register in Latvian circumstances in accordance with the Intrastat requirements should be provided to CSB, at the latest three months from date of signature of the Twinning Covenant.

Profile of the EU twinning expert:
• Preferably experience of at least 5 years work in the field of statistics (Intrastat system)
• Preferably experience of at least 5 years work in the field of IT
• Good analytical and organizational skills
• Fluency in English
• University degree

Short term twinning assistance estimated 2 months
The main task of the twinning expert is to advise the CSB and the SRS how to fulfil the Intrastat requirements and to organize co-operation between two institutions.

Detailed recommendations for the contents and structure of the VAT return, how to ensure the CSB with the necessary information in Latvian circumstances in accordance with the Intrastat requirements should be provided to SRS and CSB, at the latest two months from date of signature of the Twinning Covenant.

Profile of the EU twinning expert:
• Preferably experience of at least 5 years work in tax administration
Good analytical and organizational skills
Fluency in English
University degree

Short term twinning assistance estimated 3 months
The main task of the twinning expert is to advise the CSB concerning the creation of VAT and Intrastat data collection, processing and dissemination chain.

Detailed recommendations for the Intrastat data collection, processing, dissemination (including all types of inputs, controls, etc.) in Latvian circumstances in accordance with the Intrastat requirements should be provided to CSB, at the latest three months from date of signature of the Twinning Covenant.

Profile of the EU twinning expert:
- Preferably experience of at least 5 years work in the field of statistics (Intrastat system)
- Preferably experience of at least 5 years work in the field of IT
- Good analytical and organizational skills
- Fluency in English
- University degree

Component 2: Elaboration and implementation of data collection and processing procedures, acquiring standard and tailor made software

Contract 2
Means: Service contract for the CSB

- Building of the tailor made software for the register of intra-community trade operators in accordance with the recommendations made by Twinning experts. (1 long term IT EU expert – estimated 10 m/m, 1 local programmer estimated 5m/m).
Functioning of the register of intra-community trade operators is secured by the following procedures - building up the structure of the register, including new declarants and excluding companies that are no longer declarants, updating data useful for contacting companies follow-up of the timeliness of the declarations, etc.

- Implementation of data collection, processing and dissemination process within the Intrastat environment in accordance with the recommendations made by Twinning experts. (1 long term IT EU expert – estimated 12 m/m, 1 local programmer estimated 6 m/m).
  - determination of the providers of the statistical information
  - declaration form distribution
  - data collection
  - sending the reminders
  - data entry
  - estimations
  - non-response level
  - cif/fob adjustment
  - trade below the threshold
  - VAT data comparison with information from the statistical declarations, etc.
  - work with intra – community operators
  - working out of the data validation and control procedures
  - codes are checked for their validity (do they exist or not)
  - the value per unit
  - the value per kilo
  - the net mass per unit are checked (do they fall within certain minimum and maximum margins)
• creation of system of data automatic correction, etc.

- Printing and dissemination of the guide books, nomenclatures, survey forms providing the intra-community trade operators with information, methodological papers and nomenclatures in accordance with the recommendations for Intrastat methodology made by Twinning experts.

The survey forms of Intrastat, guide books and the Latvian language version of Intrastat Combined Nomenclature (approximately 5000) are to be translated, prepared/printed and distributed to the enterprises).

- Information of the providers of statistical information according to the recommendations made via the Twinning activities

Four 1 day training seminars will be organized for the representatives of the most significant enterprises (approximately 500 larger companies) on the basis of advice and relating to the provision of information on Intrastat system and methodology to be applied in Latvia are expected to organize in the most important regional centres.

- Establishment of help desks and information campaigns within WEB based on the recommendations made by Twinning experts

It is expected to establish Intrastat home page on the WEB in order to increase business awareness of obligations arising from the introduction of Intrastat.

- Organization and management of the necessary training and study visits for the CSB staff based on the recommendations made by Twinning experts

  • Staff members from the CSB have to be trained for:
    • Software training
    • Mathematical statistics training
    • Training in Intrastat methodology
  • Study visit for persons who will develop Intrastat in Latvia
  • Study visit for officials to get acquainted with national data processing environment in selected Member State

**Contract 3**

**Means: Framework contract for the SRS**

- Improvement of the data processing system of the SRS based on the recommendations made by Twinning experts (1 long term IT EU expert - estimated 7 m/m).
  • Any necessary amendments of the legislation elaborated
  • Performance of in-depth analysis relevance of format and contents of the existing Information System of SRS
  • Development of any necessary improvement of the SRS Information System

- Organization and management of the training of the SRS specialists and data users based on the recommendations made by Twinning experts
  • 1 workshop for staff members who will develop the Intrastat in the SRS
  • 1 study visit for officials who will develop and work with Intrastat in selected Member State
  • training of users for the SRS staff who will work with Intrastat in the SRS

**Component 3: Development of IT system**

**Contract 4**

**Means: Supply contract**
Acquisition of the hardware and software (server and working stations) for the maintenance of the register of the intra-community trade operators and the Intrastat data base including the common data base (Extrastat + Intrastat) and for ensuring the work conditions for additional staff. Acquisition of standard software has to be in line with the CSB general IT strategy.

3.5. Lessons learned:

Following the recommendations made by Joint Monitoring Committee, 15 November 2001, we can acknowledge, that “It is important to consider that development of IT system follows the needs of CSB development and strategy.”

4. Institutional Framework

The general institution for the implementation of this project is the CSB, but for the VAT data is responsible the State Revenue Service.

For implementation of this project a Steering Committee will be established including representatives from the Central Statistical Bureau, Ministry of Economy and State Revenue Service.

The Steering Committee will be responsible for determining the general directions of the project; ensure that project is commensurate with the aims and objectives of the Latvian Government and the requirements of EU; approve additions and variations to the project; monitor the process against plans, approve actions to be taken to correct any major deviations from plans; monitor expenditure against budgets.

The CSB is an independent institution under the supervision of the Ministry of Economy and provides essential information of the state economic development processes including foreign trade statistics. In future it will take over all the tasks related to Intrastat and Extrastat. After Latvia’s accession to EU foreign trade statistics will consist of two parts – Extrastat (data source – customs declarations) and Intrastat (data source – monthly declarations from the enterprises). The CSB will continue the co-operation with the Customs Board in the field of extra trade and will collaborate with the SRS in the intra trade area. The SRS will introduce in the VAT return additional boxes to acquire information from those liable to account for VAT about the amount of acquisitions in other Member States and deliveries to other Member States. The tax authority will be responsible for the collection of the above mentioned individual data and transmission the information to the CSB. Collection, processing and dissemination of data on trading of goods between the Member States broken down by country and commodity will be the responsibility of the CSB.

Until September 2002 an agreement will be signed between the CSB and the SRS clearly allocating the tasks in implementing Intrastat system. The task of the SRS will be to provide the CSB with individual VAT data. Considering the VAT information the CSB will collect the Intrastat declarations, accordingly process those data and provide it to government, non government and international organisations.
5. Detailed Budget

<table>
<thead>
<tr>
<th>Contract</th>
<th>Twinning covenant</th>
<th>Phare Support</th>
<th>Institution Building</th>
<th>Total Phare (I+IIB)</th>
<th>National Co-financing</th>
<th>IFI</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Investment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract 1</td>
<td></td>
<td>Support</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract 2 (CSB)</td>
<td>Service contract on technical assistance/ information/ software development</td>
<td>0.350</td>
<td>0.350</td>
<td>0.038</td>
<td>0.388</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract 3 (SRS)</td>
<td>Framework contract on technical assistance/ information/ software development</td>
<td>0.149</td>
<td>0.149</td>
<td>0.017</td>
<td>0.166</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract 4</td>
<td>Supply contract for the acquisition of the necessary hardware and software</td>
<td>0.150</td>
<td>0.150</td>
<td>0.050</td>
<td>0.200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>0.150</td>
<td>0.800</td>
<td>0.950</td>
<td>0.138</td>
<td></td>
<td>1.088</td>
</tr>
</tbody>
</table>

6. Implementation Arrangements

6.1. Implementing agency

The Contractual and Financial Implementation:
PAO – Ms. Valentina Andrejeva, State Secretary, of the Ministry of Finance
Tel.: +(371) 7095502, fax +(371) 7095413, address – 1, Smilšu street, Riga, LV 1050

Implementing agency - CFCU - Mr. Armands Eberhards, Director, Smilšu 1, Riga, Latvia LV – 1919; phone +371 7094342, fax +371 7094348

The technical implementation will be the responsibility of the Central Statistical Bureau of Latvia and the State Revenue Service.
Contact persons:
Mrs. Aija Žigure, President of the CSB, Tel: +(371) 7366850, fax +(371) 7830137, address – 1, Lacpleša street, Riga, LV 1301
Mrs. Nelija Jezdakova, First Deputy Director General, Director of National Tax Board of the SRS, Tel: +(371) 7028810, fax +(371) 7028814, address – 1, Smilšu street, Riga, LV 1978

The Ministry of Economy whose role of supervision on the Implementing Authority (the CSB) is stated in the official Statistics Law of the Republic of Latvia (Article 5) will ensure that the goals and objectives set in this project will correspond.
For contracts 1; 2; 4 - SPO: Ms. Ilga Preimate, Deputy State Secretary of the Ministry of Economy
Tel: +(371) 7013106, fax +(371) 7013186, address – 55, Brivibas street, Riga, LV 1519
For contract 3 - SPO: Mr. Andrejs Sonciks, Director General of the SRS
Tel: +(371) 7028700, fax +(371) 7028692, address – 1, Smilšu street, Riga, LV 1978

Beneficiary institution for Twinning: Central Statistical Bureau of Latvia 1, Lacpleša street, Riga, LV 1301
Contact person: Director of the Macroeconomic Statistics Department Mr. Karlis Cerps, tel. +(371) 7366626, fax +(371) 7830137
Contact person: Ms. Elga Bendrate, Head of Foreign Trade Statistics Section, tel. +(371) 7366889, fax +(371) 7830137

6.2 Twinning

Beneficiary institution: Central Statistical Bureau of Latvia 1, Lacpleša street, Riga, LV 1301
Contact person: Director of the Macroeconomic Statistics Department Mr. Karlis Cerps, tel. +(371) 7366626, fax +(371) 7830137
Contact person: Ms. Elga Bendrate, Head of Foreign Trade Statistics Section, tel. +(371) 7366889, fax +(371) 7830137

6.3 Non-standard aspects

DIS Manual and Practical Guide of Phare, ISPA and SAPARD project procedures will be strictly followed.
Ratio: if during project implementation the project cost for some reasons will decrease, the Phare financing will also decrease proportionally.

6.4 Contracts

Twinning covenant – total – 0,350 MEUR
Service contract (CSB) – total – 0,334 MEUR
Framework contract (SRS) – total – 0,166 MEUR
Supply contract - total – 0,200 MEUR

7. Implementation Schedule

7.1. Start of tendering/call for proposals
Contract 1 Twinning covenant – January 2003
Contract 2 Service contract (CSB) – March 2003
Contract 3 Framework contract (SRS) – March 2003
Contract 4 Supply contract (CSB) – March 2003

7.2. Start of project activity
Contract 1 Twinning covenant – April 2003
Contract 2 Service contract (CSB) – October 2003
Contract 3 Framework contract (SRS) – October 2003
Contract 4 Supply contract (CSB) – October 2003

7.3. Project Completion
Contract 1 Twinning covenant – March 2004
Contract 2 Service contract (CSB) – September 2004
Contract 3 Framework contract (SRS) – April 2004
Contract 4 Supply contract (CSB) – December 2003

8. Equal Opportunity

The CSB currently employs 187 women and 30 men. The SRS currently employs 2896 women and 1703 men. The project identified that the requested Phare support would not significantly affect the current ratio of employment, the work within the project would be directed towards those persons who had the best qualification to complete individual tasks.

9. Environment
n.a.

10. Rates of return
n.a.

11. Investment criteria
n.a.
12. Conditionalities and sequencing:

- Agreement between the Central Statistical Bureau and the State Revenue Service clearly indicating an optimal task allocating must be signed until September 2002
- Adequate number of competent staffing which is in charge of realisation of the project in the recipient institutions has to be in place for implementing and monitoring the project activities
- Ensured incorporation in the state Budget of Latvia for the CSB and the SRS the adequate co-financing of 0.138 MEUR in 2003 for the project that co-financing will fully cover the expenses of CSB’s and the SRS’s staff participation in the entire project as well as delivery of some special equipment and software

LIST OF ANNEXES

ANNEX 1 - Logical framework matrix

ANNEX 2 - Detailed implementation chart

ANNEX 3 - Cumulative contracting and disbursement schedule by quarter
**LOGFRAME PLANNING MATRIX FOR PROJECT "INTRA COMMUNITY TRADE STATISTICS"**

**Program Name and Number**

LOGFRAME PLANNING MATRIX FOR PROJECT "INTRA COMMUNITY TRADE STATISTICS"

<table>
<thead>
<tr>
<th>Contracting period expires</th>
<th>Disbursement period expires</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project Number LE**

<table>
<thead>
<tr>
<th>Total Budget:</th>
<th>Phare contribution:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,088 MEUR</td>
<td>0.950 MEUR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall objective</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Participation in the European Community system of intra-community trade</td>
<td>• Statistical data compliant with the EU regulations are provided to Eurostat, national governmental institutions and disseminated to the public</td>
<td>• Collected, published and disseminated data by the CSB</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>• Preparation of the Central Statistical Bureau for implementing Instrastrat</td>
<td>• Wider use of statistical data in the state government within decision making process • Built up link with tax authorities to have the lists of those liable to account for VAT • Installed Intrastrat system • Running of Intrastrat system</td>
<td>• References from state agencies on statistical data content and quality • Inter-institutional cooperation agreement</td>
<td>• The requested increase of the state budget is not approved by the government • Trade statistics between the Member States is not available</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Results</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Strategy for the adaptation and implementation of the Intrastrat methodology developed</td>
<td>• Data comparable within the European Statistical System • The increased quality of the statistical information • Register of the intra-community trade operators is organized • Data bases are functioning</td>
<td>• Approval by Eurostat of the achieved level of harmonization with the EU requirements • Project reports • Monitoring reports • Data analysis • Publications • Data bases • Questionnaires</td>
<td>• New Regulations for the Intrastrat system during the period of the project • Sufficient financing • Availability of experienced consultants and experts • Adequate staff • Response of the providers of the statistical information</td>
</tr>
<tr>
<td>• EU legislation /requirements of Instrastrat in Latvian circumstances adapted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Register of the intra-community trade operators developed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Recommendations for the organization of the cooperation between the CSB and the SRS elaborated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• VAT and Intrastrat data collection, processing and dissemination chain created</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Tailor made software for the register of the intra-community trade operators built</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Data collection, processing and dissemination within Intrastrat environment implemented</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Guide books, survey forms, nomenclatures for the intra-community trade operators printed and disseminated</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Help desks and information campaigns within WEB.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• SRS specialists trained</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Personnel trained for use of Instrastrat system</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Improved data processing system of the State Revenue Service</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Developed IT system</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Assumptions</th>
</tr>
</thead>
</table>
| • Development of the strategy for the adaptation and implementation of the Intrastrat methodology | Twinning Covenant Long term PAA expert (12 m/m) | • Availability of experienced consultants and experts • Adequate staff • Sufficient financing • Response of the providers of the statistical information • Lack of qualitative products for the
<table>
<thead>
<tr>
<th>Installation of infrastructure</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Adaptation of EU legislation/requirements of Intrastat in Latvian circumstances</td>
</tr>
<tr>
<td>- Development of the register of the intra-community trade operators</td>
</tr>
<tr>
<td>- Elaboration of recommendations for the organization of the cooperation between the CSB and the SRS</td>
</tr>
<tr>
<td>- Creation of VAT and Intrastat data collection, processing and dissemination chain</td>
</tr>
<tr>
<td>- Building of the tailor made software for the register of the intra-community trade operators</td>
</tr>
<tr>
<td>- Implementation of data collection, processing and dissemination within Intrastat environment</td>
</tr>
<tr>
<td>- Printing and dissemination of the guide books, survey forms, nomenclatures for the intra-community trade operators</td>
</tr>
<tr>
<td>- Information of the providers of statistical information</td>
</tr>
<tr>
<td>- Establishment of help desks and information campaigns within WEB</td>
</tr>
<tr>
<td>- Organization and management of the necessary training and study visits for the CSB staff</td>
</tr>
<tr>
<td>- Improvement of the data processing system of the SRS</td>
</tr>
<tr>
<td>- Training of the SRS specialists</td>
</tr>
<tr>
<td>- Supply of hardware and software</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preconditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Adequate number of competent staffing which is in charge of the realisation of the project in the recipient institutions has to be in place for implementing and monitoring the project activities</td>
</tr>
<tr>
<td>- Cofinancing via national budget</td>
</tr>
<tr>
<td>- Clear responsibility of the project implementation must be documented before the project implementation starts</td>
</tr>
</tbody>
</table>
## DETAILED IMPLEMENTATION CHART

<table>
<thead>
<tr>
<th>Contract 1 - Twinning covenant</th>
<th>2003</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development of the strategy for the adaptation and implementation of the Intrastat methodology</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Adaptation of EU legislation /requirements of Intrastat in Latvian circumstances</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Development of the register of the intra-community trade operators</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Elaboration of recommendations for the organization of the cooperation between the CSB and the SRS</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Creation of VAT and Intrastat data collection, processing and dissemination chain</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

### Contract 2 (CSB)

**Service contract on technical assistance/ information/ software development**

<table>
<thead>
<tr>
<th></th>
<th>2003</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building of the tailor made software for the register of the intra - community trade operators</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Implementation of data collection, processing and dissemination within Intrastat environment</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Printing and dissemination of the guide books, survey forms, nomenclatures for the intra-community trade operators</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Information of the providers of statistical information</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Establishment of help desks and information campaigns within WEB</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Organization and management of the necessary training and study visits for the CSB staff</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

### Contract 3 (SRS) Framework contract on technical assistance/ information/ software development

<table>
<thead>
<tr>
<th></th>
<th>2003</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improvement of the data processing system of the SRS</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Training of the SRS specialists</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

### Contract 4 (CSB)

**Supply contract for the acquisition of the necessary hardware and software**

<table>
<thead>
<tr>
<th></th>
<th>2003</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

*Legend*

X = Contract implementation
## CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE BY QUARTER

**Program title**: Intra-Community Trade Statistics (all sums in MEUR)

<table>
<thead>
<tr>
<th>Project Contracts</th>
<th>Budget Allocation Cost Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Q2 2003</td>
</tr>
<tr>
<td>Contract 1 Twinning covenant</td>
<td>Contracted</td>
</tr>
<tr>
<td></td>
<td>Disbursed</td>
</tr>
<tr>
<td>Contract 2 (CSB) Service contracts on technical assistance/information/software development</td>
<td>Contracted</td>
</tr>
<tr>
<td></td>
<td>Disbursed</td>
</tr>
<tr>
<td>Contract 3 (SRS) Framework contracts on technical assistance/information/software development</td>
<td>Contracted</td>
</tr>
<tr>
<td></td>
<td>Disbursed</td>
</tr>
<tr>
<td>Contract 4 (CSB) Supply contract for the acquisition of the necessary hardware and software</td>
<td>Contracted</td>
</tr>
<tr>
<td></td>
<td>Disbursed</td>
</tr>
</tbody>
</table>