1. Basic information
1.1 Désirée Number: PL0003.06
1.2 Title: Parliamentary Legislative Procedures
1.3 Sector: Administration - Twinning code: PL2000/IB/OT01
1.4 Location: Poland

2 Objectives
2.1 Wider objective:
To increase the efficiency and speed with which Parliament considers and approves draft legislation for alignment with the acquis communautaire.
To improve a co-ordination mechanism in the legislative process for Government and Parliament law initiatives.

2.2 Immediate objectives:
To establish procedures and enhance co-operation between Government and Parliament to improve the speed and efficiency of considering draft-legislation as far as it concerns the alignment with the acquis communautaire.
To enhance the knowledge of parliamentary and government officials concerning EU law and its drafting procedures, techniques, methodologies and procedures of efficient law adoption.
To set up, within the Parliament, an Information Centre for the acquisition and provision of information at every stage of the legislative process for both internal users (parliamentary officials and MPs’ staff) and external users (governmental institutions).

2.3 Accession Partnership and NPAA Priority
All the priority areas listed for Poland’s membership in the Accession Partnership (AP) and the National Programme for the Adoption of the Acquis (NPAA) stress the need for the harmonisation of Polish law. The completion of legislative approximation and implementation of the whole acquis communautaire is expected to be a direct result of the project. This objective can only be achieved through a well-structured and efficient system of co-operation between well-skilled, well-prepared staff directly involved in the legislative process (officials of the two chambers of Parliament and government officials).

The objective, directly related to the expected results of the project, is expressly mentioned in the Accession Partnership 1999 as follows:

3. Description
3.1 Background and justification:
Several different centres are involved in preparing draft legislation in Poland. Each is only partially concerned with the analysis of the needs of the legal system. This is one of the reasons for the inefficiencies noted to-date in the process of approximating Polish legislation to the acquis communautaire. Each service concentrates on a specific segment of the legislative process. With the establishment of the Government Legislation Centre, significant changes may be made from 1 January 2000.
Under the Constitution of the Republic of Poland, the Parliament plays the most important role in the legislative process. It is responsible for considering all draft legislation, which can originate from the government or from other bodies, namely the President of the Republic, a group of citizens, the Senat (upper chamber), a group of 15 members of the Sejm (lower chamber) or the Sejm committees.
All draft legislation has to be submitted by one of the above initiating bodies to the Sejm - the chamber where the legislative process starts. The recently amended Sejm Rules of Procedures now require a written statement to be attached to every piece of draft legislation as to its conformity with EU legislation. If the legislation is being proposed by the government, its conformity with EU law is verified by the Department of Law Harmonisation in the Office of the Committee for European
In the event that it is not a government draft, the statement on conformity with EU law is verified by the European Integration Unit of the Bureau of Research of the Sejm Chancellery. If the statement concludes that a bill does not conform to EU law, it does not preclude the bill from being passed but it does provide information on areas of non-conformity. Parliament must then consider such areas of non-conformity, and amendments may be proposed to overcome points of non-compliance. Such amendments may be proposed either during the first or second reading. The amended Rules of Procedure of the Sejm state that, after the first reading of the draft, the opinion of the Committee for European Integration (a governmental body) is required.

The law adopted by the Sejm is then passed to the Senat. Amendments proposed by the Senat are verified by the Department of Law Harmonisation of the Office of the Committee for European Integration.

The above governmental and parliamentary services must be prepared to verify quickly and competently the proposed drafts and each amendment proposed during the Parliament’s deliberations. This requires good professional qualifications and substantial operational experience as regards EU legislation. The provision of adequate training and information under this proposal will clearly make an important contribution to the speed and quality of opinions and information provided for MPs.

Therefore, in order to ensure the effective and rapid deliberation of draft legislation and any amendments proposed during the legislative process, the three main parties involved, namely the two chambers of Parliament and the Committee for European Integration, should be provided with adequate training and access to information for the benefit of professional staff working in the Department of Law Harmonisation of the Office of the Committee for European Integration, Sejm and Senat Legislative Bureaus, the clerks of the Sejm and Senat parliamentary standing committees, as well as the Sejm’s Bureau of Research and Senat’s Information and Documentation Office.

The main purpose of the program is to enhance the harmonisation of Polish legislation with EU law. Due to delays in this process, a more comprehensive range of measures ought to be adopted in political, organisational and educational areas. These should be aimed at shaping the attitudes of citizens and officials responsible for adjusting legislation, as well as policy-makers, towards the role played by law in the process of European integration. The crux of the problem consists in making each of these groups aware of the significance of aligning Polish law with the acquis.

The main obstacle to an effective adjustment of legislation is Poland’s excessively pluralistic model of law-making, in which Government bills do not have a predominant status (only 43% of total). As other authorised bodies (in particular the Parliament) do not wish to renounce their powers in the near future, this means that we cannot expect any significant decline in the number of bills introduced in the Sejm by its Deputies and committees. Nor should it be expected that the Deputies will desist from their practice of making radical amendments to Government bills in the course of the legislative process. Hence, different steps may be taken. Two scenarios are possible.

Firstly, efforts may be concentrated on the introduction of the mechanisms which may lead to a faster and more efficient legislative procedure. In addition it may be noted that according to article 123 of the Polish Constitution “the Council of Ministers may classify a bill adopted by itself as urgent, with the exception of tax bills, bills governing elections to the Presidency of the Republic of Poland, to the Sejm, to the Senate and to organs of local self – government, bills governing the structure and jurisdiction of public authorities and also drafts of law codes.” Such procedure was, until now, used by the Government rarely.

Secondly, (without prejudice to the work aimed at accomplishing the above goal) it is possible to concentrate on the formulation of a new model for the operation of State legislative services (in particular co-operation between such services at a parliamentary level) to ensure more expeditious work on harmonisation. This will require complex measures to be undertaken.

Pursuant to the recently amended Sejm Rules of Procedure, the Government now has the ability to check that all legislation considered by Parliament conforms to EU law and Polish obligations under the Europe Agreement as well as obligations arising from the accession negotiations. However, this ability depends very much on the skills and information possessed by the relevant staff of the Parliamentary Chancelleries and the Department of Law Harmonisation in the Office of the Committee for European Integration.
The changes to the Sejm Rules of Procedures were only made recently. It is too early to assess their long-term impact, but it does seem that rather than reduce, they will actually increase the average time taken for Parliamentary deliberation and approval of draft legislation. This is likely to cause increasingly serious problems for the Government in meeting its commitments and deadlines, since under the AP and NPA the volume of legislation is scheduled to increase substantially over the next two years. Well trained, efficient and competent staff working in the fields of legislation, information or research, good and clear relations between such staff in both parliamentary chambers and good cooperation with the Department of Law Harmonisation (UKIE) should save time at each and every stage of the legislative process. Easy access to all necessary information and documentation on EU law is another requirement for the fast and efficient process of legislation. 

Extracts of EU and Member States’ legislation and legal or Parliamentary documentation are requested increasingly often by Members of the Senate and the Sejm involved in deliberating legislation. Facilities for searching and obtaining such extracts are limited at present. Thus, such searches often prove expensive and relatively inefficient, often resulting in delays.

3.2. Linked activities: 
Legislative institutions (Sejm and Senat) were subject of following support financed out of international Funds:
- sub-project of the PL 9208 (Omega II programme), concerning management of human resources,
- sub-project of the PL 9414 (Centralised Informatics programme), concerning assistance to creation of the computer software support for the making law process,
- TAIEX - previous and current activities

3.3. Results: 
The final result of the programme will be to enhance the process of harmonising Polish legislation with EU law by improving the efficiency and effectiveness of legislative work in the Government and Parliament. This means that the number of drafts to be adopted in order to implement the acquis communautaire will increase.

The achievement of the final result depends on: improving the knowledge of parliamentary and governmental staff as regards EU law and law harmonisation techniques; changing the attitudes of staff responsible for legislative work in the Sejm, the Senat and Government regarding their role in the legislative process; closer and more efficient co-operation between parliamentary and governmental services; and better and quicker information and documentation support for officials and MPs’ staff provided by well-trained and well-equipped information staff (including access to on-line data bases). This shaping of attitudes requires, on the one hand, the provision of comprehensive knowledge about EU law and, on the other, the presentation of experience gained by other countries when attempting to harmonise their law - both model solutions and detailed procedures.

In order to achieve the above mentioned results the expected outputs of the project are:
- A report analysing current procedures and processes, with recommendations as to changes to be made. For instance review the Standing Orders of the Sejm against better co-ordination, consultation and information between Government and Parliament and proposal for possible amendments may be prepared. The review should lead to and reflect a co-ordinated approach of Government and Parliament as to the preparation of drafting of legislative proposals. Best practice among Member States or the experience of the twinning partner to be chosen should be used for the review.
- Members of the Sejm and Senat, staff of the Sejm and Senat Chancelleries and of UKIE’s Department of Law Harmonisation will be familiarised with the factual and procedural issues relating to parliamentary deliberation of draft legislation and will be able to up-date their information. The information campaign in the Sejm and the Senat on best practices in Member States on the role, targets and focus of the national parliaments in the field of legislative activities and co-ordination with the government shall be prepared.
• A “quality support group” in the Sejm and Senat Chancelleries will be established. This group of legal experts is expected to support the work of the legislative staff in both Sejm and Senat Chancelleries with a particular view to drafting bills and examining the consistency of government bills with EU legislation. These experts should also be at the disposal of MP’s and/or committees. The Centre for Parliamentary Information will be established. It will provide the information services for Parliament and the Deputies with direct access to European Union documentation and legislation. Please note that, as the legislative work, especially in the context of approximating of Polish legislation to the EU acquis, is a continuous process it will be essential for the first effects of the project to appear before the program ends, especially in respect of the following:
  1. increasing the number of parliamentary legal staff familiar with all aspects of legislative harmonisation;
  2. improving the forms of co-operation between governmental and parliamentary legal services responsible for the conformity of proposed Polish legislation with EU law;
  3. changing the model of Parliament’s legislative process to provide more effective procedures for harmonising Polish legislation with the acquis.
  4. setting up a group of qualified researchers - prospective employees of the Parliamentary Centre for European Documentation and Information;
  5. creating a model for the functioning of the above-mentioned Centre to meet the needs of MPs and the administrative staff of Parliament;

3.4. Activities:

A) Twinning

This project requires a PAA and medium and short - term assistance for independent investigation, along with MPs and parliamentary and government staff, regarding the options for improving the efficiency and speed with which Parliament considers draft legislation complying with EU legislation, based on experience and practices adopted by the parliaments of various EU Member States. Reports and expertise identifying procedural and other changes to the Sejm and Senate Rules of Procedures will be drafted during the course of the project.

A long term assistance from a Pre - Accession Advisor (PAA) from a Member State’s legislative service within the Parliament will be needed. Chancelleries (the administrative bodies) of the two chambers of a national parliament, in a Member State, are proposed as partners for the Polish Parliament, under the twinning umbrella. For the purposes of the project, the parliament to be selected should have a well-established information centre, developed training methods and experienced staff, and a two-chamber system with a division of powers comparable to that of the Polish Parliament.

The PAA will work on a day - to - day basis in the Chancellery of Sejm with the beneficiaries and support the co-ordination of different actions. PAA should be familiar with legislation procedures both in the national parliaments of the Member States and European institutions as well as with methods of law harmonisation, techniques and methodologies of legislation.

Member State experts will undertake interviews and investigations in Poland, and will report and undertake follow-up discussions on the recommendations. To ensure the report and its recommendations are fully discussed and properly represent the views of Senate and Sejm members as well as staff, it is intended to engage the services of an experienced senior EU MP to lead the review, supported by a Polish constitutional or legal expert.

MPs and parliamentary staff will be familiarised with all relevant aspects of EU law, in particular regarding parliamentary scrutiny and approval procedures adopted in Member States. Training courses and expertise’s on the European Union and Member States’ legal and parliamentary procedures aimed at meeting obligations under EU law will be held in Poland. A limited number of trainingships shall be arranged for the staff of the Sejm and Senat Chancelleries and the Department of Law Harmonisation of the Office of the Committee for European Integration, to study selected Member States’ procedures in operation and exchange views and information with their counterparts.

In order to fulfil the above mentioned requirements the following is necessary:

I. Training

The programme is to deliver the following:
1. Training for clerks of parliamentary (Sejm and Senat) committees, lawyers from legislative services researchers at the Sejm Library, the Senate Information and Documentation Office and the Bureau of Research of the Chancellery of the Sejm as well as experts from the Office of the Committee for European Integration. Training shall be conducted by groups of foreign experts within Poland. The purpose of training will be to provide comprehensive knowledge on:
- the legal position of national parliaments and the legislation services of certain Member States (compared with the Sejm’s and Senat’s competencies and tasks),
- methods of co-operation between national parliaments and governments in certain Member States,
- sources of EU law,
- enacting EU law (the European Parliament, the Council and the Commission)
- relations between EU law and the national law of Member States,
- methods for legislative work, sources of law, the hierarchy of sources of law, legislative techniques and methodologies, legislative services and their status and the publication of legal acts, in particular Members States
- a review of EU legislation in certain areas, especially those in which relatively new members of the EU have experienced difficulties, including transitional periods.
- models of law harmonisation in Member States
- models of law harmonisation in candidate States, and the legislation process in EU institutions (the role of national parliaments, lobbying and the officials of EU institutions)

Training courses and work-shops shall be conducted in Poland. EU Experts involved in training should possess knowledge of EU law, should have specialist knowledge of legislative matters and implementation procedures, and have no less than ten years’ experience. Training should be provided for approx. 200 people and should be carried out in the form of seminars and conferences. The Chancellery of Sejm, the Chancellery of Senate and the Office of the Committee for the European Integration shall select the individuals to be trained. Training will be provided for individuals with a relevant professional background, firstly for those occupying posts in legislative services and experts. Training will be provided at specified times, co-ordinated with parliamentary terms.

2. Hands-on workshop for staff of legislative services of the Parliament and Government, on technical aspects of implementation of UE legislation to the national legal order led by UE experts. The workshop will include practical exercises on drafting of law (and regulations), implementing EU Directives.

3. Six workshops for a total of 300 MPs, first time elected in the parliamentary elections in 2001. The workshops will focus on techniques, methodologies and procedures of efficient adoption of draft of laws implementing the acquis communautaire.

II. Traininghips

In order to gain knowledge of the activities of Member States’ parliaments, a number of traininghips will need to be arranged. Sejm and Senat legislators and experts as well as the experts from the Office of the Committee for the European Integration shall participate in these traininghips.

A cycle of traininghips in Member States’ legislative services inside Parliaments are expected, each lasting one week. During the traininghips the Polish staff will be directly involved, in a practical way, into the legislative work of the hosting institution.

A special trainingship should also be provided for the staff which will be responsible for creation of the Parliamentary Centre for European Documentation and Information. This trainingship should take place in a similar, already existing institution(s).

A separate study visit will be needed for the members of the European Integration Committees of Sejm and Senat, after the election of the new Parliament in 2001 occurs. The aim of this visit will be to familiarise newly elected Polish MPs with legislative procedures in a Parliament of a UE member state. This study visit will have a different, more general character from the traininghips cycles for staff.

Meetings and works during traininghips and study visits shall be organised by the host country, taking into consideration the needs of the Polish party and any previous agreement on the scope of the visit.
Assistance will be provided in establishing a specialised information service and databases accessible to parliamentary and UKIE staff. The Member State will provide assistance for concept of, and for the needs assessment for electronic search devices, software and associated equipment, the supply of relevant documents and reports, and training in the use of these facilities.

Job-related training will be provided in Poland to enable the Centre to undertake the following activities:

- searching sources of EU law, relevant to specific subject enquiries
- examining the influence of EU law on Members States' national law,
- interpretation of EU law,
- identifying possible differences between EU and Polish law, and
- identifying solutions to information or related problems.

B) **Technical assistance** for the legislative work of Polish Parliamentary Standing Committees and sub-Committees. This will consist on short-term visits in Poland (2-3 days) by EU experts during Standing Committees seatings. The assistance will concentrate on specific problems arising during the legislative work of the Committees, related to the implementation of the *acquis communautaire*.

A special “quality support group” on more permanent basis, established in the Sejm and Senat Chancelleries, will support the work of the legislative staff in both Sejm and Senat Chancelleries.

C) **Purchasing of the equipment**, documentation and electronic data subscriptions will be provided for the Parliamentary Centre for European Documentation and Information (to be established).

4. **Institutional framework**

The Polish Parliament (Sejm) will be the beneficiary of this project, including twinning, and will become owner of the equipment. The Chancellery of the Sejm, Chancellery of the Senat and the Office of the Committee for European Integration (UKIE) will participate in the project. The Office of the Committee for European Integration (especially the Department of Law Harmonisation) is responsible for examining governmental legislative drafts in respect of their conformity with EU law. Staff from the Office of the Committee for European Integration currently participate in the later stages of the legislative process (i.e. after the first reading of the draft). This cooperation concerns the conformity of **all drafts** submitted to the Parliament with EU law. According to Rules of Procedures (article 39 section 3a), the opinion of the Committee for European Integration may be required at any stage of the legislative process where a question as to a draft’s conformity with EU law arises.

Experts from the Chancellery of the Sejm - and especially from the European Integration Unit of the Bureau of Research - are responsible for examining all drafts, except those of the government, in respect of their conformity with EU law. This means that the European Integration Unit examines about **60% of all drafts**. The European Integration Unit is also required to answer questions concerning European integration posed by Deputies. The majority of questions concern the state of EU law, institutional reform within the EU and Poland’s present and future obligations arising out of the integration process and the final accession.

The Chancellery of the Senat is responsible for delivering all information concerning European integration to Senators, and for examining EU law conformity of any Senat’s legislation initiative before they are passed to the Sejm.

5. **Detailed Budget**

<table>
<thead>
<tr>
<th></th>
<th>Investment (Euro)</th>
<th>Institution Building (Euro)</th>
<th>Total Phare I+IB (Euro)</th>
<th>Recipient (Euro)</th>
<th>FI (EURO)</th>
<th>Total (EURO)</th>
</tr>
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<tbody>
<tr>
<td>Twinning Contract</td>
<td>1.100.000</td>
<td>1.100.000</td>
<td>100.000</td>
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<tr>
<td>cost of PAA</td>
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<td>450 000</td>
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<tr>
<td>? assistant to PAA</td>
<td>60 000</td>
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<tr>
<td>medium/short-term experts' and expertise/seminars/workshops</td>
<td>230 000</td>
<td>230 000</td>
<td>50 000</td>
<td></td>
<td></td>
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<tr>
<td>? trainingships of MP's and staff of Chancelleries of Sejm and Senat and UKIE</td>
<td>170.000</td>
<td>170.000</td>
<td>50 000</td>
<td></td>
<td></td>
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<tr>
<td>? workshops and materials</td>
<td>150 000</td>
<td>150 000</td>
<td></td>
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<tr>
<td>? Job related training for the staff of the Center of Information</td>
<td>40 000</td>
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<td>Equipment for the new established Information Centre</td>
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<td>100.000</td>
<td>20.000</td>
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<tr>
<td>Technical Assistance</td>
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<td>150.000</td>
<td>950.000</td>
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<tr>
<td>TOTAL EURO</td>
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<td>1.900.000</td>
<td>2.000.000</td>
<td>270.000</td>
<td>2.270.000</td>
<td></td>
</tr>
</tbody>
</table>

The Polish authorities have assured that the Government cofinancing is available either through the reserve budget foreseen specifically by the Ministry of Finance for this purpose each year, or directly through the budget of the relevant Ministry.

6. Implementation arrangements

6.1. Implementing Agency:

PAO: P. Samecki, Undersecretary of State at the Office of the Committee for European Integration
Al. Ujazdowskie 9, Warsaw. Tel.: 4822 694 75 42, 4822 694 7195, 4822 694 6064. FAX: 4822 694 7194, 4822 625 0380. CFCU: Foundation “Cooperation Fund”, 6/12 Nowy Swiat St., 00-400 Warsaw. The CFCU is responsible for handling tendering, contracting and payments of contracts on behalf of the Polish Parliament which itself shall be responsible for preparing projects and managing their technical implementation.

CFCU (Central Financing and Contracting Unit). The Office of the Committee for European Integration – the Department for Law Harmonisation will be responsible for proper implementation of the project as well as for the co-ordination of implementation of twinning and technical assistance components of the project.

The contact person at the Department for Law Harmonisation will be: Dorota Lewczuk Bianco, (senior expert); phone number: +48 22 694 65 33, +48 22 694 75 21; e-mail address: dorota_bianco@mail.ukie.gov.pl

6.2. Twinning:

The project is intended to take the form of a twinning with Chancelleries (the administrative bodies) of the two chambers of a EU Member State’s Parliament. Beneficiary will be the Polish Parliament.

A twinning covenant will be signed with the EU Member State. The investment component will be subject to DIS procedures.

A Steering Committee responsible for monitoring and co-ordinating the project will be established. The Steering Committee members will come from the top tier of management in both governmental and parliamentary institutions benefiting from the project.

The beneficiaries - on the Polish side - undertake to cover the costs of the following: aeroplane tickets of Polish participants in study visits, seminar rooms and related services for seminars based in Poland, the sound system, rooms for translators, photocopying, telecommunication costs (e-mail, fax, telephony), refreshments, office equipment for the PAA, costs for the use of equipment and programming, and office space for the PAA and secretariat.


6.4. Contracts
One twinning contract is proposed (for the total amount of 1.2 MEURO), one contract for the technical assistance (950 000 EURO) and a separate contract for the purchase of equipment (for the amount of 120 000 EURO).

7. Implementation schedule:

<table>
<thead>
<tr>
<th>Activities</th>
<th>Implementation timetable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Election of twinning partner and specific terms of reference</td>
<td>IV quarter of 2000</td>
</tr>
<tr>
<td>Start of tendering process (technical assistance)</td>
<td>I quarter of 2001</td>
</tr>
<tr>
<td>Start of the technical assistance</td>
<td>II quarter of 2001</td>
</tr>
<tr>
<td>Execution of the project</td>
<td>II quarter of 2001 - I quarter 2003</td>
</tr>
<tr>
<td>Completion of the project and evaluation</td>
<td>II quarter 2003</td>
</tr>
</tbody>
</table>

8. Equal opportunity
The project will ensure the equal treatment of men and women. The structure of employment in participating institutions is currently at a level of 50% men and women. This proportion will be preserved among the employees participating in the project. The level of wages does not differ on grounds of sex but depends on engagement, education and knowledge. No preferences regarding sex will be employed.

11. Investment criteria: n.a.
12. Conditionality and sequencing
Milestones (benchmarks):
The following benchmarks are proposed for the project:
1. middle of year 2001 (after second quarter of programme implementation) – an evaluation of the proper definition of tasks and activities
2. second quarter of year 2002 (project implementation past half-way stage) - evaluation of work of twinning partners, evaluation of training and workshops provided, reports, trainingships,
3. after completion of the programme (I quarter of year 2003) - evaluation of the programme with particular regard to its overall effects and the possibility of taking advantage of such effects in the future.
## Annex 1: Log-frame Planning Matrix for Project

**Project title:** Parliamentary Law Procedures  
**Planning Period:** 1.1.2001-31.3.2003  
**Total budget of project:** 2,270,000 EURO  
**date of drafting:** XII 1999

<table>
<thead>
<tr>
<th>Programme Number</th>
<th>Project title: Parliamentary Law Procedures</th>
<th>Sources of Information</th>
<th>Assumptions and risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Period</td>
<td>Date: 1.1.2001-31.3.2003</td>
<td>Date: XII 1999</td>
<td>Date: XII 1999</td>
</tr>
</tbody>
</table>

### Wider Objectives

- To increase the efficiency and speed with which Parliament considers and approves draft legislation for alignment with the *acquis communautaire*.
- To improve a co-ordination mechanism in the legislative process for Government and Parliament law initiatives.

### Indicators of Achievement

1. Visible progress in preparing all parliamentary and governmental legislative services to enact legislation approximated with EU standards and necessities.
2. Legal acts (laws and resolutions).
3. Documents – stenographic record from plenary sessions of the Sejm and Senat, bulletins of Sejm Standing Committees, reports from meeting of the Committee for European Integration.
4. Stability of Polish authorities’ activities in the process of EU integration as well as the EU’s support of such activities.
5. Selection of competent civil servants for implementing the programme, specifying the possibilities for their participation in the project in the context of a constantly increasing number of tasks to be performed.
6. Changes in the political background and related priorities in Poland.

### Sources of Information

1. Documents published in EU MS and Poland concerning the drafting of domestic and EU legislation.
3. EU sectoral alignment meetings.
5. Proper number of persons employed in parliamentary and governmental services and their training.
6. Proper co-operation between Parliament and Government as well as all the institutions involved in the legislative process.
7. Proper co-ordination between beneficiary institutions.

### Immediate Objectives

1. To establish procedures and enhance cooperation between interested parties (Government and Parliament) to improve speed and efficiency of consideration of draft legislation as far as it concerns the alignment with the *acquis communautaire*.
2. To enhance the knowledge of parliamentary and government staff concerning EU law and its drafting procedures, techniques, methodologies and procedures of efficient law adoption.
3. To set up an Information Centre within the Parliament for the acquisition and provision of information at every stage of the legislative process.

### Indicators of Achievement

1. Closer co-operation between all parliamentary/governmental legislative services preparing draft legislation.
2. Effectiveness of the legislation process.
3. Adequate level of professional knowledge of both governmental and parliamentary staff.
4. Greater engagement of governmental services in drafting legislation and cooperation with Parliament in the legislative process.
6. Pre-accession reports.
7. Press summaries.
8. Analysis and studies by Polish and independent experts.

### Sources of Information

1. Analysis and studies by Polish and independent experts.
2. Drafting legislation approximated with EU standards and necessities.
3. Parliament and Government as well as all the institutions involved in the legislative process.
4. Proper co-operation between beneficiary institutions.
legislative process for both internal users (parliamentary officials and MPs’ staff) and external users (governmental institutions).

<table>
<thead>
<tr>
<th>Results of the project</th>
<th>Indicators of Achievement</th>
<th>Sources of Information</th>
<th>Assumptions and risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A report analysing current procedures and processes, with recommendations as to changes that can be introduced. For instance review the Standing Orders of the Sejm against better co-ordination, consultation and information between Government and Parliament and proposal for possible amendments may be prepared. The review should lead to and reflect a co-ordinated approach of Government and Parliament as to the preparation of drafting of legislative proposals. Best practice among Member States or the experience of the twinning partner to be chosen should be used for the review. Members of the Sejm and Senat, staff of Sejm and Senat Chancelleries and of UKIE’s Department of Law Harmonisation will be familiarised with the factual and procedural issues relating to Parliamentary consideration of draft legislation will and able to up-date their information. The information campaign in the Sejm and the Senat on best practices in Member States on the role, targets and focus of the national parliaments in the field of legislative activities and co-ordination with the government shall be prepared. Establishment of a “quality support group” in the Sejm and Senat Chancelleries. This group of legal experts is expected to support the work of the organisation of seminars, training courses and conferences</td>
<td>set of recommendations for the legislation services of the Parliament and the Government</td>
<td>various documents published in Poland and EU, reports of Steering Committee and minutes of meetings, analyses and studies, estimation of quality, reports of persons participating in training courses and persons supervising the training, consultant’s report,</td>
<td>proper co-operation between Parliament and Government, selection of suitable twinning partners from EU Member States, organisation of staff time work to enable them to participate in training, study tours, and other activities</td>
</tr>
</tbody>
</table>
legislative staff in both Sejm and Senat Chancelleries with a particular view to drafting bills and examining the consistency of government bills with EU legislation. These experts should also be at the disposal of MP’s and/or committees. The Centre for the Parliamentary Information will be established. It will provide the information services for Parliament and the Deputies with direct access to EU documentation and legislation.

<table>
<thead>
<tr>
<th>Inputs</th>
<th>Indicators of Achievement</th>
<th>Sources of Information</th>
<th>Assumptions and risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Twinning Contracts - EU experts participating in the project including PAA</td>
<td>? training courses to be organised in Poland for at least 200 participants</td>
<td>? reports on project implementation published materials</td>
<td>? coherent and high quality training programmes</td>
</tr>
<tr>
<td>• training and study visits</td>
<td>? two trainingships for 12 persons each</td>
<td></td>
<td>? proper selection of twinning partners</td>
</tr>
<tr>
<td>• setting up of a group of qualified researchers to be employed in the Parliamentary Centre for European Information</td>
<td>? one traineeship for the staff of the Parliamentary Information and Documentation Center</td>
<td></td>
<td>? proper selection of experts</td>
</tr>
<tr>
<td>• preparation or purchase of computer software and purchase and installation of computer hardware, access to certain databases</td>
<td>? study visit to selected Member States’ parliament for Polish MPs.</td>
<td></td>
<td>? sufficient organisational and technical background (office space, hardware and software);</td>
</tr>
<tr>
<td></td>
<td>? contract assistance of national and foreign experts;</td>
<td></td>
<td>? non-sufficient budget resources.</td>
</tr>
<tr>
<td></td>
<td>? required amount of software and hardware delivered;</td>
<td></td>
<td>? non-sufficient sources for suitable staff in the institutions involved</td>
</tr>
<tr>
<td></td>
<td>? series of workshops to be organised in Poland for about 300 first time elected MP’s;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>? hands – on workshop for staff of Chancelleries of Sejm and Senat to be organised;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>? study visit for new European Integration Committees of Sejm and Senat</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Annex 2: Cumulative Implementation, contracting and disbursement schedule

**Programme:** Parliamentary Law Procedures

### Projects

<table>
<thead>
<tr>
<th>Sub-Projects</th>
<th>Budget Allocation</th>
<th>Cost Estimate (M€)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td><strong>Date of Drafting</strong></td>
<td><strong>Planning Period</strong></td>
</tr>
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<td><strong>2000Q4</strong></td>
<td><strong>2001Q1</strong></td>
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<tr>
<td>Implementation</td>
<td>D</td>
<td>C</td>
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<tr>
<td>Contracting</td>
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<td>2</td>
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<tr>
<td>Disbursement</td>
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<td>0.5</td>
</tr>
</tbody>
</table>

Legend: D = Design of sub-projects / C = Tendering and contracting / I = Implementation and payment.