1. Basic information
1.1. Number: PL01.04.07
1.2. Title: Training for CAP
1.3. Sector: Agriculture
1.4. Location: Poland

2. Objectives
2.1. Wider objective:
Preparation of market participants to benefit from CAP and public administration employees to carry out new activities deriving from administrative service of CAP instruments and mechanisms.

2.2. Immediate objectives:
Reinforcement of CAP mechanisms management and of administrative structures by: Preparation of market participants, i.e. producers, producers' groups, processors and traders to benefit from CAP mechanisms and instruments, administered by AMA; and Preparation of the Agricultural Market Agency (AMA) staff and selected employees of the Ministry of Agriculture and Rural Development (MARD) and Inspectorate of Commercial Quality of Agri-Food Products (ICQA) for administrative service of CAP mechanisms and instruments.

2.3. Accession Partnership and NPAA priority
Necessity of realization of this project arise from medium term priority included in the AP concerning reinforcement of CAP mechanisms management and administrative structures (including among others such tasks as: monitoring agricultural markets and setting up control bodies and mechanisms). Furthermore, training of market participants and public administration employees in the application of CAP mechanisms is one of the activities provided for in the National Programme of Preparation for Membership in the EU. It constitutes one of the requirements of the appropriate implementation and effective functioning of CAP instruments and mechanisms. Detailed activities, included in the Priority 7.7 entitled “Preparation for the implementation of CAP”, in point 4 concerning additional activities needed for the appropriate functioning of new legal regulations, provide for training programmes, both for the personnel of the Agricultural Market Agency and of institutions co-operating with AMA and for CAP mechanisms beneficiaries. This has been particularly emphasised in activity 1, entitled “Structural tasks, financing and CAP management mechanisms”.

3. Description
3.1 Background and justification
At the moment of Poland’s accession to the EU, all necessary measures allowing the appropriate functioning of CAP mechanisms and instruments must be guaranteed. According to the EC recommendations, particular emphasis has been put in 2000 on acceleration of legislation adjustment. At the end of 2000, 5 draft laws were submitted to the Sejm, 3 of which to the Commission of European Law to benefit from the accelerated legislative path. These drafts shall adjust the rules governing the primary markets to the CAP mechanisms. These drafts are: Law on modification of law on establishment of Agricultural Market Agency and of law on establishment of Agency for Restructuring and Modernisation of Agriculture and on modification of certain other laws; Law on regulation of milk and milk products, meat and certain arable crops markets; Law on organization of fruit and vegetables market, hops market, tobacco market and dried fodder market; Law on regulation of potato starch market; Law on regulation of sugar market. It is foreseen that they will be passed and will come into force beginning 2001. According to these drafts, the competence of administration of external trade of agri-food products will be transmitted from the Minister of the Economy to the President of the Agricultural Market Agency. This involves a necessity of building administrative structures capable to implement and put into practice community rules in respect to regulation of export and import of products covered by CAP. According to the “Concept of functioning of paying agencies in Poland” adopted by the MARD, two paying agencies will be created. One of them will be the Agricultural Market Agency that implements preparatory activities in order to become EU intervention and paying agency. AMA will be responsible for efficient application of CAP mechanisms excluding direct payments and accompanying measures that are to be channelled directly to agricultural producers. According to the adopted “Strategy for Agricultural Market Agency preparation for integration with the EU”, it is foreseen to increase the employment in AMA at the moment
of EU accession up to the level of 800 persons (at the end of 2000 the employment will reach the state of 422,5 full-time posts). This creates a need for training newly employed persons. In case of Agricultural Market Agency and other institutions implementing CAP, the adequate preparation of their personnel is necessary due to the adoption of widened scope of activities in the field of the adjustment of particular instruments, financial service and control to EU standards. For the efficient application of CAP instruments, it is necessary to carry out training for CAP beneficiaries. The swift acquisition of knowledge on common organisation of agricultural markets by market beneficiaries will reduce the risk of irregularities, which may occur in relation to the functioning of CAP mechanisms. There is a wide range of potential training programmes’ beneficiaries due to the large number of agricultural producers, producers’ groups, processors and traders resulting from the number of agricultural holdings (ca.2 million). Phare’99 and Phare’2000 projects, in which training programmes for public administration employees and CAP mechanisms beneficiaries have been provided for, do not cover the existing need for training. Neither do training programmes provided for within the Sapard project entitled “Professional training” and within the Phare’2001 directed to regional agricultural advisory centres and agricultural advisers, since they cover different issues or are addressed to different people. The Sapard project foresees training in the field of marketing, finances and accounts needed for the effective running of an agricultural holding and in the field of qualitative production reorganisation with the respect to ecological standards. Similarly, the COPA/COGEC/CEJA project entitled “Assistance in development of unions, co-operatives and young farmers organisations in 10 candidates countries” now under way is addressed to the managers of the most important farmers’ unions and to the representatives of organisations associating young farmers and its aim is to prepare these organisations for the active and efficient representation of agri-food sector’s interests in the new economic reality. The main aim of the seminars, as well as exchange programme for young farmers organised under that project is to share experience and establish close relationship between Polish unions and their counterparts in the EU. None of the above listed projects offers training which would either overlap thematically or be addressed to the same groups of beneficiaries as the proposed Phare’2001 project. It is a continuation and a completion of training programmes launched within Phare’99 and Phare’2000 projects. The scope of training programmes shall cover CAP instruments and mechanisms administered by AMA. For the whole duration of the project, it is foreseen to employ 3 persons to ensure the co-ordination of training programmes. Their employment will be financed from national budget.

Polish Membership in the EU creates a necessity of AMA’s representatives’ participation in the work of various Community institutions, as well as a permanent daily co-operation with public administration employees in other MS and with the EC. Since the present level of knowledge of foreign languages functioning in the Community is not sufficient among the AMA employees, there is a need for an adequate linguistic training, particularly in the field of specialised law, economic, agricultural and administrative terminology.

3.2 Linked activities

Phare ‘99 project entitled “Preparation for the implementation of CAP” was started. Also Phare 2000 project entitled “CAP Common Market Organisations” was prepared and launched in December 2000. Within the realisation of Phare ‘99 project, the activities are being carried out in 27 components, of which 20 concern directly the preparation for the implementation of CAP mechanisms. In conformity with the adopted priorities, the greatest emphasis was put on the elaboration of rules and procedures for the administration of external trade on the primary markets, i.e.: milk, meat, sugar, cereals and potato starch markets and on elaboration of rules and procedures for the functioning of private storage aid scheme for butter and pigmeat. Remaining CAP mechanisms will be implemented or prepared for implementation within the Phare’2000 project. The main emphasis will be put on building the IT system and accounts-finances system comprising control mechanisms. Furthermore, works undertaken within PSO project 99/pl.9/2/s entitled “Elaboration of milk quotas system in Poland”, co-financed by the Dutch government, are being carried out. Within this project the model for functioning of milk quotas in Poland will be elaborated, as well as rules and procedures necessary for the administration of the system. One of the Phare’2000 activities is to lay down methods and criteria for selecting training participants and to establish methods for running training programmes. This constitutes a pre-condition for the appropriate fulfilment of Phare’2001 project.

3.3 Results

Selected market participants, i.e. producers, producers groups, processors and traders prepared to benefit from CAP mechanisms and instruments, administered by AMA; AMA staff and selected
employees of MARD, Inspectorate of Commercial Quality of Agri-Food Products trained in administration of mechanisms functioning under CAP; linguistic preparation for the realisation of new activities.

Outputs
In the framework of training provided for market participants, i.e.: representatives of sectoral organisations (listed in details in paragraph 4 Institutional Framework) the following results shall be achieved: 500 persons trained in functioning of foreign trade mechanisms in respect to agri-food products; 500 persons trained in mechanisms functioning on milk market; 200 persons trained in instruments functioning on cereal market; 200 persons trained in instruments functioning on potato starch market; 200 persons trained in instruments functioning on pigmeat; 100 persons trained in mechanisms functioning on beef and veal market; 50 persons trained in mechanisms functioning on sheepmeat and goatmeat; 400 persons trained in mechanisms functioning on sugar market.

In the framework of training provided for public administration the following results will be achieved: 1000 employees of Agricultural Market Agency, MARD, Inspectorate of Commercial Quality of Agri-Food Products trained in administration mechanisms functioning under CAP; 50 AMA’s employees trained during one-month foreign language courses in a EU MS in the field of specialised law, economic, agricultural, and administrative terminology.

Above listed training needs are only approximate and will be detailed during the first phase of the realisation of activities provided for under Phare’2000 project.

3.4 Activities
The realisation of tasks specified for this project will commence in the second quarter of 2002, i.e., when activities from Phare’99 project will have been finished and activities under Phare’2000 will be advanced (the start of the project is foreseen for the second quarter of 2001). Primarily (during the first three quarters of the project), training programmes in CAP mechanisms will be carried out, which have been implemented or prepared for the implementation within Phare ‘99 project, and then those prepared for the implementation under Phare’2000. Activities to be performed, provided for under this Project, include separate parts directed to public administration employees and beneficiaries of CAP mechanisms. The activities will be performed in the framework of contracts on technical co-operation embracing the following issues:

- **Training in CAP mechanisms:**
  These training programmes will provide their participants with detailed knowledge on rules and procedures of management of mechanisms functioning on milk and milk products market, cereals market, potato starch market, beef and veal market, pigmeat market and sugar market, (detailed list of mechanisms covered by training programmes is presented in Annex 5). Great majority of these mechanisms will be regulated by laws presently considered by the Parliament.

  Training in CAP mechanisms will be financed both from Phare funds and from national budget.

- **Language training:**
  Linguistic preparation of AMA’s employees for the fulfilment of new activities deriving from CAP mechanisms service. Specialised language courses will concern official languages of the EU and will concentrate, in particular, on legal, economic, agricultural and administrative terminology.

  Language training will be financed by the Polish budget.

  The training for public administration employees and CAP mechanisms beneficiaries will be carried out mainly through seminars and workshops, which will take place in Poland. They will be conducted by experts form EU Member States and by selected public administration employees previously trained under Phare’99 or Phare’2000 projects. The participants of training for CAP beneficiaries will be selected by organisations appointed by the MARD and by AMA using the selection methods and criteria elaborated by MARD under Phare’2000 project.

3.5 Inputs

**Contract 1: training for public administration employees and for CAP mechanisms’ beneficiaries.**
Training will be carried out for CAP mechanisms beneficiaries in respect to rules and procedures of the adequate use of CAP mechanisms, administered by AMA; and for employees of Agricultural Market Agency, Ministry of Agriculture and Rural Development, Inspectorate of Commercial Quality of Agri-Food Products, in relation to rules and procedures of application of CAP mechanisms, within AMA’s competence. The training will be financed from Phare (2M€) as well as from national budget (0,8M€)

**Contract 2: language training.**
In the framework of this contract will be carried out monthly specialised foreign language courses in foreign countries for 50 AMA’s employees. Tasks conducted within this contract will be financed by Polish budget (0,3M€).

**Contract 3: training co-ordination.**
Under this contract, 3 persons will be employed to co-ordinate training programmes covered by Contract 1 and Contract 2. This will be financed by the Polish budget (0,15 M€).

### 4. Institutional framework

The overall supervision over the realisation of the project will be ensured by the Ministry of Agriculture and Rural Development. The Agricultural Market Agency is responsible for the realisation of the project. The beneficiaries of the programme are: Ministry of Agriculture and Rural Development, which is responsible for legislative and administrative adjustment concerning CAP implementation in Poland; Agricultural Market Agency, according to the decision taken by the Ministry of Agriculture and Rural Development, as the future Paying Agency, is responsible for implementation and application of CAP instruments and mechanisms, excluding direct payments and accompanying measures; Inspectorate of Commercial Quality of Agri-Food Products, which will be established by merging Main Inspectorate for Purchase and Processing of Agricultural Products with Central Inspectorate for Standardisation and will be responsible for implementation and control of quality systems; Appointed by MARD and AMA sectoral organisations (associating agricultural producers, processors and traders) which will indicate their representatives for participation in training by using selection methods and criteria elaborated within Phare’2000 project. The following organisations should be considered: Agricultural Chambers, Polish Association of Producers, Exporters and Importers of Meat, National Association of Dairy Co-operatives, Cereal Chamber, Starch Association – Poland, Sugar Economic Chamber, Agricultural Association of Community of Cereals and Oil seeds Producers, National Association of Root Crops Producers, Chamber of Commerce for Traders, Cereal Processors and Feeding Stuff Producers, National Dairy Technology Diploma-Holders Association, Polish Chamber of Commerce for Meat.

### 5. Budget (M€)

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<th>National co-financing</th>
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The co-financing funds for the project implementation will be available.

### 6. Implementation arrangements

#### 6.1 Implementing Agency

Central Financing and Contracting Unit (CFCU) “Cooperation Fund”, ul. Nowy Swiat 6/12, 00-400 Warszawa, tel. +48 22 661 79 27, fax. +48 22 661 72 26  
PAO: P. Samecki, Under-secretary of State at the Office of the Committee for European Integration, Al. Ujazdowskie 9, 00-918 Warszawa, tel. +48 22 455 52 41, fax. +48 22 455 52 43.  
CFCU will be responsible for carrying out the tenders, concluding the contracts and effecting contract payments on behalf of the Ministry of Agriculture and Rural Development, which is responsible for the preparation, management and implementation of the project.

#### 6.2 Twinning: n.a.

#### 6.3 Non standard aspects: Dis manual will be followed.

### 6.4 Contracts

Contract 1: training for public administration employees and CAP mechanisms beneficiaries (2,8M€)  
Contract 2: language training – financed exclusively from national budget (0,3M€)  
Contract 3: co-ordination of training programmes. financed exclusively from national budget (0,15M€)

### 7. Implementation Schedule

#### 7.1. Opening of the tender procedure: January 2002

#### 7.2. Beginning of the project activities: April 2002

#### 7.3. End of the Project: March 2004
8. Equal opportunities
Women’s participation will be measured by a percentage of women among persons participating in training programmes and seminars.

9. Impact on environment: Not relevant
10. Rate of return: Not relevant
11. Investment criteria: Not relevant
12. Conditionality and sequence of actions

12.1 Conditionality
The adoption of appropriate sectoral laws in Poland by the end of 2001, i.e.: Law on modification of law on establishment of Agricultural Market Agency and of law on establishment of Agency for Restructuring and Modernisation of Agriculture and on modification of certain other laws; Law on regulation of milk and milk products, meat and certain arable crops markets; Law on organisation of fruit and vegetables market, hops market, tobacco market and dried fodder market; Law on regulation of potato starch market; Law on regulation of sugar market.
The efficient realisation of activities included in the Phare ‘99 project and Phare 2000 project, including the preparation for CAP mechanisms implementation.

12.2 Sequence of actions
Training programmes for public administration employees conducted by experts form EU MS. Training programmes for CAP mechanisms beneficiaries conducted by EU Member States experts and selected public administration employees previously trained under Phare’99 and Phare’2000 projects. Simultaneously during the whole project will be carried out specialised foreign language courses for AMA’s employees.
## Annex 1: Log Frame

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### Wider objective
- **Preparation of market participants for the application of CAP and public administration employees to carry out new activities deriving from administrative service of CAP instruments and mechanisms.**
- **Carried out training for public administration employees and market beneficiaries**
- **AMA and MARD documentation**
- **Reports on programme realisation**
- **OCEI (UKIE) documentation**
- **Analysis of questionnaires filled by public administration employees and market beneficiaries at the end of each training**

**Assumptions and risks:**
- Polish authorities’ involvement in the preparation of agricultural sector for EU integration; Indispensable funds designated for this purpose by the Polish government; Appropriate HR guaranteed; Appropriate laws enacted. Risks: Legislative procedure impeding efficient modifications of legal acts; Slow realisation of activities included in Phare’99 and Phare’2000 projects; Considerable AMA staff fluctuation.

### Immediate objectives
- **Preparation of market participants, i.e. producers, producers groups, processors and traders for the practical application of CAP mechanisms and instruments, administered by AMA.**
- **Preparation of the employees of AMA, MARD, Inspectorate of Commercial Quality of Agri-Food Products for administrative service of CAP mechanisms and instruments. Linguistic preparation of AMA’s employees for the realisation of new activities deriving from administrative service of CAP mechanisms.**
- **Carried out training for public administration employees and market beneficiaries**
- **AMA staff and selected employees of MARD and ICQA-FP prepared for the service of CAP mechanisms, Representatives of market participants ready for CAP mechanisms use, Language exams passed by AMA’s employees**

**Assumptions and risks:**
- Correctly prepared and implemented rule of CAP mechanisms administration; Properly prepared training programmes. Risks: Insufficient employment in institutions in accordance to needs connected with CAP mechanisms administration; Low interest of prepared programmes within CAP mechanisms beneficiaries.

### Results
- **AMA staff and selected employees of MARD, Inspectorate of Commercial Quality of Agri-Food Products trained in administration of mechanisms functioning under CAP. AMA’s employees prepared linguistically for the realisation of new activities deriving from administrative service of CAP mechanisms. Selected market participants, i.e. producers, producers groups, processors and traders prepared to benefit from CAP mechanisms and instruments, administered by AMA.**
- **Training for public administration employees carried out. Training and language courses for AMA’s employees carried out. Language exams. Training for CAP mechanisms beneficiaries carried out.**
- **AMA and MARD documentation**
- **Reports on programme realisation**
- **Language exams results**

**Assumptions and risks:**
- Appropriate, high quality training programmes. Risks: insufficient qualified human resources in institutions involved in the project.

### Activities
- **Language training for AMA’s employees; Public administration employees training in CAP mechanisms management; Market participants training in the use of CAP mechanisms**
- **Foreign language training organised; training for public administration employees in CAP mechanisms management organised; training for market beneficiaries in the use of CAP mechanisms organised**
- **Reports on programme realisation**

**Assumptions and risks:**
- Appropriate laws implementation; appropriate, high quality training programmes. Risks: insufficient qualified human resources in institutions involved in the project; insufficient budget of institutions involved in the project.
Annex 2-4 Cumulative Implementation, contracting and disbursement schedule

<table>
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<th>Date of Drafting</th>
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Legend: D – sub-projects preparation / C – tenders and contracting / I – contracts and payments realization

Annex 5: List of mechanisms covered by training programmes, administered by AMA.

1. **External trade mechanisms on milk and milk products market, cereals market, potato starch, meat markets and sugar market**
   - Import licences, export licences, export refunds,
2. **Mechanisms functioning on milk and milk products market**
   - Milk quotas, subsidising for skimmed milk powder for the production of casein and caseinates, intervention purchase of butter, private storage scheme for some long-ripening cheeses, subsidising for butter delivered to the non-profit organisations, private storage scheme for skimmed milk powder, private storage scheme for butter, subsidising of milk consumption in schools, scheme for subsidising of milk powder produced by processing plants for so-called direct consumption.
3. **Mechanisms functioning on cereals market**
   - Intervention purchase of cereals, quality requirements, methods for evaluation of cereals quality within intervention purchases and sales, sales of cereals from intervention stocks to the third countries, sales of cereals from intervention stocks on the internal market.
4. **Mechanisms functioning on potato starch market**
   - Payments for starch potato producers, payments for potato starch producers, payments for producers using starch for further processing for non-food purposes.
5. **Mechanisms functioning on pigmeat market and beef and veal market**
   - Intervention purchase, intervention sales, private storage scheme.
6. **Mechanisms functioning on sugar market**
   - Quotas administration, production payments, intervention purchase, management of system of stock control and compensation of stock expenses, payments for sugar used in non-food industry, quality requirements and sugar production and stocks level.