1. **Basic information**

1.1. CRIS number: 2002/000-580-03-05
1.2. Title: Eastern border Small Infrastructure Project Fund (SIPF)
1.3. Sector: Justice and Home Affairs
1.4. Place: Poland; Voivodships: Warminsko-Mazurskie, Podlaskie, Lubelskie, Podkarpackie (two lines of powiats); Euroregions: Baltyk, Niemen, Bug, Karpacki.

2. **Project Objectives**

2.1 **Overall Objectives**

The Small Infrastructure Project Fund (SIPF) aims at developing cross border co-operation of the Polish institutions situated on the eastern border with their foreign partners. In order to achieve this objective, all projects supported within the Fund will have to show clear benefits for inhabitants from the neighbouring country in the border region.

2.2 **Immediate Objectives**

The projects shall support development in the fields of small-scale infrastructure activities across the border. In overall terms, the SIPF will seek to:

- contribute to the development of the eligible districts of the four Voivodships and four Euroregions on the Polish eastern border;
- enhance possibilities for cross-border tourism attraction and linkages between the tourism support infrastructures on either side of the border;
- create infrastructural conditions supporting development of cultural co-operation between neighbouring areas in the border region;
- stimulation and support to the creation of permanent transportation networks in the border region;
- develop and enhance co-operation between the communities in the field of environmental protection.

2.3 **Accession Partnership and NPAA priority**

The SIPF plays a key part in the process of preparation of Poland for accession, in particular through the capacity building dimension of local/regional actors who will be directly responsible for preparing and managing the projects. These funds are part of a process of creating "integration-minded" border regions. The project represents thus an important element in the preparation of Poland for the adoption of Structural Funds. In addition, the project supports the social and economic integration between the border regions of candidate countries.

Accession Partnership: JHA – “adopt and implement national integrated inter-agency border management strategy, with particular attention to the budgetary requirements of the eastern border”

NPAA:

- implementation of the document: “Poland. Strategy for Integrated Border Management”.
- maintaining good-neighborly relations with countries remaining outside the EU.

2.4 **Cross-border Impact of the Project**

The SIPF emphasises projects with a cross-border impact and encourages the development of linkages between the communities /organisations/ institutions in the region. In order to make intensification of cross border contacts possible, it is absolutely necessary to create proper facilities such as constructing or modernising roads which will facilitate transfrontier relations. Environmental problems are common for the neighbouring countries and constructing sewerage systems or sewage treatment plants on one side of the border will have a major cross border impact for inhabitants on the other side, helping to protect the unique nature here (such as Bialowieski National Park – the single oldest remaining mixed lowland primeval forest in Europe). Establishing tourist routes or cultural centres of cross border co-operation or tourism information centres will attract people from the other side of the border willing to explore the traditions, culture and unique beauty of the region. In order to guarantee the cross border impact of the projects, the Regional Steering Committees will be formed (they will include –next to the Polish regional authorities- partners from Russia, Belorus or Ukraine) to make the final decision on project selection. In addition, the Evaluation Committees established to evaluate
projects will invite representatives of the relevant foreign partners within the Euroregions to participate in the meetings as observers.

3. Project Description
3.1 Project Background
Poland shares the border on the eastern part with 4 countries: Russia (210 km), Lithuania (102 km), Belorus (407 km) and Ukraine (526 km). In total, the whole frontier extends to 1245 km. Because Lithuania as an official candidate is expected to join the EU in the nearest time, the future EU border in Poland will amount to 1143 km. The Polish regions situated in this part of the country are much less developed than the other ones and the lack of proper infrastructure facilities is probably nowhere more apparent than here. The EU assistance has not changed much in this respect because for many years the EU funds supporting cross border co-operation were directed mainly to the Polish-German border (462 km). Measures being taken now aimed at tightening the eastern border due to the EU accession process should however not take shape of a new “curtain”, hampering cross border contacts among inhabitants from both sides of the border. That is why it is so important to construct proper infrastructure facilities that would create conditions for intensifying cross border co-operation. Taking into account the extremely long border and huge needs in providing infrastructure, one can be certain that the amount to be applied for supporting cross border small scale infrastructure projects will exceed many times the EU funds made available within the SIPF.

The inclusion of the SIPF in the Phare 2002 Integrated Polish Eastern Border Programme reflects the evolution in the overall Phare Programme in Poland from an exclusively project–by-project approach to the gradual inclusion of flexible funding mechanisms, beginning with Small Project Fund (SPF) in 1995 on the Polish-German border. The success of the mechanism in addressing identified local needs, popularity with local/regional actors and relatively quick implementation record prompted the inclusion of more funds in the next Phare CBC Programmes (further editions of the Small Project Fund on the Polish-German border, Baltic Small Project Facility). Within the Integrated Polish Eastern Border Programme 1997, the Small Project Fund with allocation of 0,6 MEUR was established including Euroregions on the Polish eastern border. Thus all four eligible Euroregions: Baltyk, Niemen, Bug and Karpacki have already gained experience, showing a professional approach and efficiency in managing the Fund. In addition, within the 2000 edition of this programme, the next round of SPF with allocation of 1 MEUR was established, managed by the above four Euroregions (implementation of this edition started in autumn 2001, on having the “SPF 2000 Guidelines” - based on the new “grant” model- developed by the Phare CBC IA and approved by the EC Delegation in Poland). Continuation of activities under the SPF, with Phare allocation of 2 MEUR, was also approved within the next 2001 edition of the programme. This project shall complement support for cross border people-to-people actions (subject of a separate application within the 2002 edition of this programme) by small-scale infrastructure ventures of cross border relevance. The fund model closely mirrors the INTERREG approach to programming with indicative allocations identified across broad priority areas for intervention and projects decided later by committees of local/regional actors. This approach is particularly useful in the context of pre-accession and the preparation of local/regional administrations for access to the Structural Funds through providing the latter with a framework that more closely mirrors those of their EU counterparts. Moreover, funds are seen as ideal mechanisms for the “maturing” of cross-border co-operation through allowing greater possibilities for the definition and preparation of joint projects. To summarise, the inclusion of the SIPF into the programme is a logical step forward in the overall context of the Poland’s future accession to the EU, and in the specific context of the development of cross-border co-operation and evolution of the Phare Integrated Polish Eastern Border Programme in the pre-accession context. The Phare CBC IA will take actions in order to explore the possibilities of linking the SIPF to the Tacis CBC programme on the other side of the border.

3.2 Linked activities
The small infrastructure projects to be implemented within the Fund will complement and expand the cross border actions carried out under the aegis of the respective Euroregions.
of all, they will create proper conditions to facilitate people-to-people actions supported within the Small Project Fund. The regional organisations (first of all – regional development agencies) have also gained some experience in implementing small scale projects (including small-scale infrastructure) by active participation in the Phare CREDO programme. The SIPF has already been in operation within the Phare CBC Programme Poland-Germany (from the 1999 edition). The SIPF will be co-ordinated with the Phare programme for Social and Economic Cohesion which is in operation a.o. in the Polish eastern regions.

3.3 Results
Immediate results of SIPF implementation will be several sub-projects fulfilling the objectives of the programme (ca. 15-30 sub-projects, including construction/modernisation of: transportation network, sewerage systems/sewage treatment plants, bicycle/tourist routes etc.). Implementation of every project must bring sustainable cross border results. It is expected that the SIPF will create proper conditions for facilitating cross border contacts among the inhabitants on both sides of the border and the facilities constructed/modernised will be sustainable even after the EU funds expire.

3.4 Activities
Within the Fund, the beneficiaries will perform all activities necessary for efficient implementation of each particular project (for example: construction of elements of infrastructure, providing equipment). In particular, the actions will have to respect the provisions specified below.

3.4.1 General Criteria for Eligibility
In general terms the eligible actions should meet the following conditions: have a strong and evident cross-border aspect (the most important criterion for project evaluation and selection); funding will be used only on the territory of Poland; be financially assessed realistically and transparently; be ready for implementation; contribute to institution and capacity building; be supportive to, but under no circumstances be in contradiction with the long-term development plans of the municipality or the region (projects that are part of an overall strategy/plan for the development of the region/town/municipality will be prioritised); contain innovative approaches (e.g. pilot projects); located in two lines of powiats adjacent to the border (as in the Phare CBC programmes in Poland) in the four Voivodships on the Polish eastern border: Warminsko-Mazurskie, Podlaskie, Lubelskie, Podkarpackie.

The Phare support for each individual project will range from 50,000 to 300,000 EUR. Eligible actions to be supported under the SIPF are defined in more detail below.

3.4.2 SIPF priorities
The Fund will support small-scale actions across the following priority areas.

Economic Development: support for small projects focusing on economies, which enhance the economic base of the border region. Infrastructure that would make the regions more attractive for potential investors such as construction/modernisation of the transportation network is also included.

Tourism: The SIPF will provide funding for a range of actions for tourism development such as construction, modernisation and stamping of the bicycles routes and other tourist routes, establishment of Tourism Information Centres etc.

Environment: Projects focusing on specific problems of the environment of the region which could be carried out through the small-scale infrastructure projects having a direct and clear impact on the quality of natural environment. The SIPF will provide funding for modernisation and building of wastewater treatment plants, sewerage systems, waste disposal sites etc.

Cultural co-operation: Small investment supporting those cultural exchanges that already exist and that are being newly established between local groups on both sides of the border region. Projects may include creation of centres supporting cultural cross border co-operation or other investments aimed at the establishment of traditions and long-term co-operation;

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3.4.3 Procedures
The SIPF will operate under “Guidelines for the Small Infrastructure Project Fund”. The guidelines will respect the provisions of the chapter 6 of the “Practical Guide for Phare, Ispa and Sapard contract procedures” and the Communication “Phare 2000 Review”. They will be based on the “SIPF Guidelines Poland-Germany 2000”, developed on the “grant” model and already approved by the EC Delegation in Poland. The main responsibility for project implementation will rest with the beneficiaries (e.g. communities, counties, NGO-s, schools, etc.) under the supervision of the CBC IA. Selection of the contractor to carry out the project within the scope of the grant will follow the Polish Procurement Law and the contract will be signed between the contractor and the project beneficiary.

The selection procedure will be as follows: the Secretariat announces the call for proposals and collects the projects; the Evaluation Committee evaluates projects; the Regional Steering Committee makes recommendations; the CBC IA verifies the recommendations; the EC Delegation approves the reports on project selection and makes the final decision. After that the CBC IA signs agreements with the beneficiaries and the beneficiaries implement project according to the Polish Procurement Law.

4. Institutional Framework
4.1 Division of responsibilities
The Implementing Authority for the Phare Cross Border Co-operation Programme (IA CBC Phare), located within the Ministry of Internal Affairs and Administration, will be the Implementing Agency of the Fund, bearing the overall responsibility for proper implementation of the SIPF. The implementation arrangements will follow the ones in operation within SIPF Phare CBC programmes, in particular the Polish-German CBC programme.

The IA CBC Phare is finally responsible for the management of funds allocated to the SIPF and reserves therefore certain rights with respect to approving the SIPF projects and supervise them: issuing of guidelines; definition of the responsibilities of institutions involved in the SIPF; approval of the institutional set-up; specification of the rules for financial management and for regular submission of reports; monitoring of project implementation; the IA CBC Phare has the right of veto over certain projects that have been approved in contravention of the established rules; and finally the IA CBC Phare is responsible for the provision of on-going support to institutions in the regions in the form of training or consultation through experts chosen by the IA CBC Phare. Specifically the IA CBC Phare will manage the implementation of horizontal actions in support of institutional development.

The Evaluation Committees will be established according to the “Guidelines for the Small Project Fund in Poland” based on the provisions of chapter 6 of the “Practical Guide for Phare, ISPA and SAPARD”. The Committees will consist of representatives of the local/regional public administration in the SIPF eligible areas. Representatives of the IA CBC Phare will chair the meetings of the Evaluation Committee and the representatives of the EC Delegation and foreign partners shall participate in the meetings as observers.

The Regional Steering Committees will be established with the respective neighbouring country (Russia, Belorus, Ukraine) that will be the decision making body of the Fund on the regional level. It will take final decision on project selection and provision of grants. The Committees will be composed of the representatives of the Polish eastern regions (Marshall, Voivod, Euroregion) and the proper regional authorities on the other side of the border. In this way the partners from the neighbouring country will not only have full information on the projects selected but their recommendation will guarantee that the projects have an authentic cross border impact. Representatives of the Polish CBC IA and of the EC Delegation will be always invited to the meetings as observers.

The Secretariat represents the executive SIPF body in the region. Its chief function is to provide technical and specialist support to the Evaluation Committee and to ensure the everyday implementation and operation of the SIPF. The secretarial services will be performed by Polish secretariats of Euroregions: Baltyk, Niemen, Bug, Karpacki (up to 5% of the Phare assistance may be used to support implementation of their tasks) that will closely co-operate with the Marshall’s Offices of the Voivodships: Warminsko-Mazurskie, Podlaskie, Lubelskie, Podkarpackie. The responsibilities of the Secretariat include: provide information to
beneficiaries on the 2002 Phare Programme and its Sub-Programmes; provision of support for the preparation of Evaluation Committee meetings; organisation of individual round of public calls for the submission of proposals; supporting applicants with project preparation; monitoring and inspection of implementation; evaluation of benefits; reporting to the IA CBC Phare. The Secretariat will in particular ensure sound and professional financial management of the funds in line with Phare requirements. As mentioned above, all 4 Euroregions have already successfully managed at least one edition of the Small Project Fund (where all the principles are very similar to the SIPF) in the previous years and their capacity (employees, equipment etc.) is sufficient to ensure the proper functioning of the SIPF in the region. Overall, the IA CBC Phare through the provision of on-going advice and support and specialist consultancy and training inputs will assist the Secretariat in performing their role. In particular in the case of more complex services or supply procurement, the Secretariat will co-operate closely with the IA CBC Phare. The Secretariat will need to report regularly to the IA CBC Phare, in particular on the financial management and implementation record of the SIPF.

4.2 Involvement of Local/Regional Authorities and Tacis partners

Due to the decentralised nature of the SIPF, local/regional authorities will be directly involved in project selection and responsible for the management of the Fund and for the preparation and implementation of the projects. Moreover, local and regional authorities through their participation in the Evaluation Committees will need to integrate the actions funded through the SIPF with those supported through the TACIS programme. The IA CBC Phare in close co-operation with the EC services will carry on contacts with the relevant institutions responsible for the managing Tacis CBC Programme.

4.3 Institutional Assessment

Representatives of the eligible border regions have acquired experience of the operations of Evaluation Committees and the associated project selection and evaluation processes within the framework of the Small Project Fund. There is a strong commitment on the part of regional/local public administration and other actors in this type of funding mechanism and enthusiasm for their active involvement in an EU Programme. In terms of the technical evaluation of the projects there is a pool of know-how on the defined themes which the SIPF will address. Experts from regional/local level should be involved in the project evaluation exercise (as members of the Evaluation Committee and -where necessary- as Assessors). This will help ensure that information on good practice experiences from elsewhere in Poland and other possible funding sources can be available to each committee. The Implementing Authority will sign four contracts with the Euroregions: Baltyk, Niemen, Bug and Carpathian on transferring to them the direct responsibility for the management covering the amount of 3.8 million EURO earmarked for co-financing the small-scale infrastructure projects. The number and size of the projects to be implemented within the SIPF will be determined after completion of the project selection procedure. It is assumed to implement about 15-30 small projects within the SIPF.

Implementation of the SIPF will not influence the institutional framework.

5. Budget (MEUR)

<table>
<thead>
<tr>
<th>Location</th>
<th>Phare</th>
<th>Poland*</th>
<th>Foreign partners**</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small-scale infrastructure projects</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warminsko-Mazurskie Voivodship</td>
<td>0.950</td>
<td>0.334</td>
<td>0.0</td>
<td>1.334</td>
</tr>
<tr>
<td>Podlaskie Voivodship</td>
<td>0.950</td>
<td>0.334</td>
<td>0.0</td>
<td>1.334</td>
</tr>
<tr>
<td>Lubelskie Voivodship</td>
<td>0.950</td>
<td>0.334</td>
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<td>1.334</td>
</tr>
<tr>
<td>Podkarpackie Voivodship</td>
<td>0.950</td>
<td>0.334</td>
<td>0.0</td>
<td>1.334</td>
</tr>
<tr>
<td>Technical Assistance</td>
<td>0.200</td>
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<td>0.200</td>
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<tr>
<td>Total</td>
<td>4.000</td>
<td>1.336</td>
<td>0.0</td>
<td>5.336</td>
</tr>
</tbody>
</table>

*) This is the minimum Polish contribution required (25% of project value). All beneficiaries must confirm in writing their self-contribution before the first payments from the Phare programme are transferred to them.
There is no formal requirement for financial support of foreign partners in the SIPF. However, projects with financial contribution of foreign partners will be given priority in the Fund.

6. Implementation Arrangements
6.1 Implementing Agency:
Implementing Authority for the Phare Cross Border Co-operation Programme at the Ministry of Internal Affairs and Administration in Poland (the IA CBC Phare), Address: Krucza 36; 00-522 Warsaw; phone: +48 (0)22 695 99 10/11; fax: +48 22 695 99 12-13; e-mail: Phare@wwpwp.it.pl
PAO: Zenon Kosiniak-Kamysz, Under-Secretary of State, Ministry of Internal Affairs and Administration; Address: S. Batorego 5; 02-591 Warsaw, phone: +48 (0)22 621 03 91; fax: +48 22 849 52 13, e-mail: wydzei@die.mswia.gov.pl

6.2 Twinning – not applicable
6.3 Non-standard aspects
The implementation of the SIPF will comply with the model in operation within the Polish-German SIPF functioning under the CBC programme 2000, already approved by the EC Delegation in Poland

6.4 Contracts
It is envisaged that the IA CBC Phare will sign four contracts on transferring responsibility for the Fund’s management with the Euroregions: Baltic, Niemen, Bug and Karpacki. As it is assumed to implement about 15-30 projects within the SIPF, the exact number of contracts for implementation of particular projects will be known after finishing the process of project selection and approval. A separate contract will be signed for Technical Assistance in order to ensure a sound and efficient management of the SIPF.

7. Implementation Schedule

<table>
<thead>
<tr>
<th>Contracts with Secretariats:</th>
<th>First quarter 2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>First calls for proposals:</td>
<td>Second quarter 2003</td>
</tr>
<tr>
<td>Completion of projects:</td>
<td>Third quarter 2005</td>
</tr>
</tbody>
</table>

8. Equal Opportunity
Equal opportunity principles and practices in ensuring equitable gender participation in the project will be guaranteed.

9. Environmental Impact
Concerns of the environment will be taken into consideration in all regional/local projects to be funded under the SIPF. All projects will respect the need to protect the environment and natural heritage.

10. Investment criteria
10.1 Catalytic effect:
The Phare support catalyses the priority accession driven action of preparation of the local, regional authorities and NGOs for accession which would otherwise not have taken place in this way by galvanizing the local authorities into the project development actions which are at the heart of future EU funding mechanisms.

10.2 Cofinancing:
The Fund will be co-financed from the Polish sources on the minimum level of 25% of the Fund’s total value.

10.3 Additionality:
Phare grants shall do not displace any other financiers.

10.4 Project readiness and Size:
Projects will only be financed by Phare if they are ready for contracting and when all necessary technical studies have been completed. The Phare support will range from 50.000 EUR to 300.000 EUR for each particular project.

10.5 Sustainability:
Project beneficiaries will ensure the financing of the operation of the project after the agreements are performed.

10.6 Compliance with state aids provisions
Support to the beneficiaries (public institutions) will not violate the association agreement regarding the State’s aid.

10.7 Contribution to National Development Plan – not applicable

11. Conditionality and sequencing:
The following conditions must be fulfilled in order to implement this project:
- Continued commitment towards the priorities of the Phare Programme
- Continued commitment of regional and local actors
- Availability of qualified experts and contractors;
- Co-ordination of the regional authorities and IA Phare CBC
- Approval of the EC Delegation of the specific Guidelines within the SIPF

The IA Phare CBC responsible for implementation of the project is prepared to carry out this task. The employees have been gaining experience in this field since 1994, when the first edition of the Phare CBC programme was created (all editions included infrastructure projects). All 4 Euroregions, which will directly manage the Fund in the regions, have already successfully managed at least one edition of the Fund in the past years.

Milestones of the project:
- Approval of the Guidelines within the SIPF by the EC Delegation – 1st quarter 2003
- Contracts with Secretariats - 1st quarter 2003
- Calls for proposals (to be issued by Secretariats) – 2nd quarter 2003
- Contracts with beneficiaries of projects selected – from 3rd quarter 2003
- Start of implementation of projects by the beneficiaries – 3rd quarter 2003
- Completion of projects – 3rd quarter 2005
- Final report on SIPF implementation (to be prepared by IA Phare CBC) – 3rd quarter 2005
<table>
<thead>
<tr>
<th>Overall Objective</th>
<th>Objectively Verifiable Indicators</th>
<th>Sources of verification</th>
<th>Assumptions and risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development of cross border co-operation in the Polish eastern border regions</td>
<td>Sustainability of projects (all infrastructure projects are sustained)</td>
<td>How: adequate reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>When: 3 years after project completion</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>By whom: Secretariats and CBC IA</td>
<td></td>
</tr>
<tr>
<td>Immediate objectives</td>
<td>Immediate objectives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>contribution to the development of eligible districts of the four Voivodships and four Euroregions; enhancing possibilities for cross-border tourism attraction; create infrastructural conditions supporting development of cultural co-operation between neighbouring areas in the border region; stimulation and support to the creation of permanent transportation networks in the border region; develop and enhance co-operation between the communities in the field of environmental protection</td>
<td>All infrastructure projects are fully operational</td>
<td></td>
<td>Continued commitment towards the priorities of the Phare Programme</td>
</tr>
<tr>
<td>Results</td>
<td>Results</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Several sub-projects fulfilling the objectives of the programme (constructed or modernised: transportation network, sewerage systems-sewage treatment plants, bicycle/tourist routes etc.)</td>
<td>15-30 small scale infrastructure facilities in operation</td>
<td>How: adequate reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>When: immediately after project completion</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>By whom: Beneficiaries, Secretariats and CBC IA (summary on SIPF)</td>
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<tr>
<td></td>
<td></td>
<td>Continued commitment of regional and local actors</td>
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<tr>
<td>Activities</td>
<td>Means</td>
<td>Costs</td>
<td>Availability of qualified experts and contractors; Co-ordination of the regional authorities and IA Phare CBC</td>
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<tr>
<td>------------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>----------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------</td>
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<tr>
<td>All activities necessary for efficient implementation of each particular project (e.g. construction of elements of infrastructure, providing equipment)</td>
<td>It is anticipated that:</td>
<td>Phare Funds – 4 MEUR</td>
<td>Preconditions: Approval of the EC Delegation of the Guidelines within the SIPF</td>
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<tr>
<td></td>
<td>15-30 contracts will be signed for SIPF implementation</td>
<td>Local Funds - 1,336 MEUR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a contract will be signed for TA</td>
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</table>

### Annex 2 – 3 Cumulative implementation, contracting and disbursement schedule - 03.05 Eastern Border Small Infrastructure Projects Fund

<table>
<thead>
<tr>
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<tbody>
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<td>2.000</td>
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</tr>
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</table>

D: Design / C: Contracting / I: Implementation