1. **Basic Information**
   1.1. CRIS number: 2002/000-605-05.01 Twinning number: PL02-EN-05
   1.2. Title: Implementation of EMAS in Poland
   1.3. Sector: Environment
   1.4. Location: Poland

2. **Objectives**
   2.1 **Overall Objectives:**
   The overall objective of the project is creating conditions for the continuous improvement of the environmental performance of Polish industrial enterprises. This objective will be reached through the efficient and effective introduction in Poland of the European Environmental Management and Audit System – EMAS. In particular this will involve the development of institutional and organisational arrangements facilitating the most wide-spread participation of enterprises in the voluntary system, as defined by the Regulation (EC) No 761/2001 of the European Parliament and of the Council of 19 March 2001 on voluntary participation by organisations in the Community eco-management and audit scheme (EMAS).

   2.2 **Immediate objectives**
   The immediate objectives of the project are as follows:
   - increased levels of development and implementation in enterprises of environment strategies and projects, involving introduction of environment management systems;
   - introduction of systematic, objective and periodic evaluations of environmental performance;
   - increased public awareness and availability of information on environmental performance;
   - institutionalisation of environmental performance enhancement and evaluation systems.

2.3 **Accession Partnership and NPAA priority**
   The project addresses the following Accession Partnership priority in the field of environment - continued strengthening of the institutional and administrative capacity at national, regional and local levels. As a project involving solutions of environmental issues in industry it also addresses the issues noted in the AP in the areas of economic criteria and internal market priorities. Thus it constitutes an important component of relevance for the policies aimed at the improved competitiveness and EU market access readiness of the Polish economy.
   The project refers directly to the following NPAA priorities:
   Priority 22.16 – administrative and institutional strengthening necessary for approximation of Polish environmental law to the Community law.
   Priority 22.18: The preparation to the implementation and promotion of the eco-management and audit system.
   Furthermore it will impact on the NPAA priority of creating conditions for the growth of the competitiveness, exports and investment outlays of the SME sector, through introducing environmental performance solutions of benefit for the sector.

3. **Description**
   3.1 **Background and justification:**
   Environmental Management Systems (EMS) can be a useful tool to improve the efficiency of enterprises in the scope of widely understood environmental protection. Enterprises implement Environmental Management Systems voluntarily, benefiting from the reduction of the environmental protection costs and from the improvement of the associated environmentally friendly market image.
   The concept of Environmental Management Systems is based on introducing changes in the production (or service) methods, rules and procedures, so as to identify and eliminate the environmental impacts - or if this is not possible - to have them systematically limited in a way, which is integrated with the basic objectives of the given businesses activity. This requires the development of strategic and operational systems, monitoring of the activities and the flow of information. It requires coherent procedures and instructions of conduct. The best-developed Environmental Management Systems used internationally formulate the basic and common to all such systems requirements – the achievement of systematic reductions (in a relative or non-relative scale) of the environmental impact. This should be
achieved through the integration of the decision making process with the general management system of the enterprise. The most widely used standard of environmental management systems in the world is defined in the family of series norms ISO 14 000.

The European system of enterprises registration – functioning under the name of Eco-Management and Audit Scheme - is directed towards a full integration with the standard ISO 14 000. The EMAS organisational and functional rules are defined in the Council Regulation No 761/2001 of the European Parliament and of the Council of 19 March 2001 allowing voluntary participation by organisations in a Community eco-management and audit scheme (EMAS).

Furthermore, the EU accepted a number of framework and detailed directives and regulations that constitute the legislative bases setting the priorities and objectives for the functioning of environmental management systems.

Poland started activities aimed at the transposition of the ISO 14000 serial standards to the system of Polish Norms. There is a sufficient number of certifying and consulting firms operating on the Polish market to warrant the widespread dissemination of the ISO 14 000 concept. The role of state aid has been limited to creating incentives for the enterprises, motivating them to implement systems of this kind. Currently among these incentives are grant schemes for SMEs introducing ISO 14000, co-financing both consulting and certification costs.

Also in the case of sector-specific programs like „Responsible Care” (which is developed in the chemical industry) or in the case of the “cleaner production” process the role of the state has been limited to the promotion of voluntary activities undertaken by the businesses. This role can include propagating the ideas of environmental management and self-control efforts, and through the promotion of best-practise among the enterprises that implement these ideas.

Within EMAS the role of the state is larger because the EU (of which Poland is to be a member) Member States are required to meet specific obligations. The implementation of actions resulting from these obligations serves to create the institutional and organisational conditions for enterprises to facilitate their voluntary participation in the EMAS system.

The enterprises’ participation in the EMAS system is based on:
- implementation of the environmental management system (which is to be registered and to be periodically checked by the accredited verifying persons) according to the requirements of the regulation;
- publishing of the periodic environmental report;
- implementation of the program to systematically decrease the scale of the impact to the environment in all important aspects.

Poland as a candidate to EU membership is obliged to adopt EU requirements on EMAS. Their form – the regulation of the Council – means, that the requirements connected with EMAS must be implemented starting from the enforcement day of the treaty on Poland’s accession to the EU. Taking into consideration the necessity of preparing the appropriate institutional framework and the need to assure the proper competitive position of the Polish enterprises on the open European market, it is highly advisable to start all preparatory activities that will help to ease the implementation and functioning of EMAS in Poland.

In connection with this there is a need to underline the legal and institutional preparation to the implementation and promotion of the Council regulation in the National Program of Environmental Management Systems Promotion.

Among some new legislative tools that Poland has to adopt into its legal system and practice in the field of environmental protection, are voluntary forms of self-control for companies in their impact on the environment. These forms include: the implementation of environmental management systems, cleaner production programs and activities oriented on the limitation of products’ caused nuisance, which would be certified by eco-labels.

During the next year the embryo-structures of the Polish Eco-Management and Audit scheme should be created. This system differs from the activities already in operation in Poland and described hereunder, in that they are embedded in the EU legal system by the regulation of the Council of Europe. This imposes specific legal and institutional obligations on the Polish Government – represented in this area by the Minister of the Environment.

The Government of Poland has to guarantee that starting from the date of Poland’s accession to the EU the structures and legislative tools will begin to function, which will all interested enterprises to register under EMAS.
The regulation on EMAS in general does not include the possibility to register in the system enterprises from outside the EU, apart from the so-called B-list. However, there are no formal or legal grounds barring the introduction of the EMAS solutions outside the EU borders. Activities in this field at different levels of progress are underway in the majority of Candidate Countries.

Poland therefore should as soon as possible start to implement the pilot program based as a whole on EMAS rules, which should be oriented towards establishing the institutional, human resources and regulatory basis of implementation, and to check them in practice in benefiting enterprises. The pilot program has been planned in such a way that will allow the structures and trained specialists (the staff of registering organs, the staff of accredited body, the staff of the central body and the EMAS verifying persons) to start their full scale operational activities immediately after the Polish accession to the EU and according to EU regulatory requirements.

3.2 Linked activities

- **“Development and implementation of the EMAS promotion system in Poland”** project, financed by the National Fund of Environmental Protection and Water Management. The objective of this project is to develop and agree with the competent ministries and units - the necessary organisational and legal solutions to implement EMAS in Poland. A further objective is to prepare the information and instruction materials for the interested persons and institutions, which will allow them to better prepare to meet EMAS requirements immediately after Polish accession to the EU. It is assumed that implementation of the project will create the framework allowing for the establishment of the Polish register and verification system before the accession date.

The project will also identify the first units that will be interested in receiving the registration, it will define the tasks that must be done to undergo the verification process and it will start the recruitment and trainings of the verifying persons.

- During the period 1998-2000 within the framework of the Polish – Danish co-operation there were 2 projects implemented concerning environmental management: *The implementation of the environmental management systems (ISO 14 001) in the food industry and The assistance in creation of the program aiming at the development of environmental management systems based on the standard ISO 14001.* In the implementation of the projects the following institutions took part: National Foundation of Environmental Protection and Ministry of the Environment from the Polish side and Water Quality Institute in Hoerslom and DEPA from the Danish side (project number 124/031-030/40). Within the frameworks of these projects the framework of the National Program of the Environmental Management Systems Promotion in Poland was prepared and 2 enterprises from the food industry were adjusted to implement the system ISO 14001.

The following activities are currently implemented in Poland in the project’s wider scope:

- The conferring of implemented environmental management systems certificates conformable to ISO-PN 14001 for an increasing number of enterprises. The Polish Accrediting Centre supervises the system of certification ISO 14001 in the limited, narrow scope. This system is independent of the state administration; autonomous certification units are responsible for certification.

- The program “Responsibility and Care” (Polish equivalent of the international program “Responsible Care”, covering enterprises of the chemical industry) - inspired by the Polish Chamber of the Chemical Industry is an example of the voluntary activities taken by the business community.

The role of the Minister of the Environment in relation to these activities is limited to promoting such solutions, which can be an incentive for the business community. For example the Minister of the Environment took over the patronage of the so called “Pantheon of the Polish Ecology” competition (the award and diploma for enterprises that received the ISO 14001 certificate - funded by a private sector company).

- The “Cleaner Production” movement animated by the Polish Centre for Cleaner Production affiliated at the Silesian Technical University, the association “Polish Movement of Cleaner Production” affiliated at the Katowice National Technical Organisation, and by the Centre of Cleaner Technology Implementation at the Main Institute of Mining. Within this area the role of the Minister of the Environment is determined by the obligations resulting from the International Declaration on Cleaner Production. Moreover the National Fund of Environmental Protection and Water Management has supported some pilot activities in this field.
- The Committee Eco-label attached to the Polish Centre of Research and Certification, which is responsible for developing the certification criteria for products assessment.

The Polish Agency for Enterprise Development under the terms of the National SME Policy has been providing grants for SMEs co-financing the costs of ISO 14000 consulting and certification costs. In 2001 out of the total of more than 840 ISO grants, 40 involved ISO 14000. These actions will be further upgraded in 2002 with the introduction of the PL0003.07 funded grant scheme.

3.3 Results
The guaranteed result of the project is:
- establishment of the Polish ecological management system in accordance with EMAS requirements
- registering of the first about 20-30 enterprises before Poland's accession to the EU
- about 36 verifiers trained and prepared for accreditation
- 16 voivodship registers operational;
- idea of EMAS, EMAS procedures etc. disseminated in the business and administration sectors;
- about 80 registering staff trained, thereby register bodies (Voivodship Offices) and the Ministry of Environment prepared to fulfil tasks and responsibilities in the area of EMAS in Poland;

It should be underlined that the verifying persons are of the key importance in the implementation of the EMAS regulation in Poland. The staff of verifying units (or individual verifiers) must deeply know the environmental management systems requirements (especially ISO 14 000) and at the same time they must know all Polish legal requirements within the area of environmental protection. The general knowledge about the EU directives requirements will not be enough. The verifying person must have ability to check documents in Polish. Because of it, in the first stage of establishing the system - the EU verifying persons will not be employed, if they do not meet these criteria.

3.4 Activities:
The planned activities will be implemented through:
- Twinning Light which should cover:
  - 6 man-months of twinning advisor support and assistance,
  - the following missions of the project leader – 12 days, 3 missions; 1 medium term expert – 60 days, 6 missions; 5 short term experts – 12 days/expert, 3 missions

and including:
- advisory support,
- preparation of training programme,
- workshops, study visits,
- technical support: organisation of training, seminars, development of guidebooks and guidelines,
- support in purchases of equipment: hardware and software.

Twinning light activities:
1. Assessment of existing technical and institutional conditions.
3. Study visits, representatives of the Polish Accreditation Centre (PAC) in the scope of practical requirements concerning accreditation for the EMAS verifying persons.
4. Support in developing the accreditation program for Polish verifying persons, as prepared by the Ministry of Environment and PAC.
5. Development, publication and distribution of training materials and brochures on EMAS procedures, benefits etc.
6. Preparation of the training program for representatives of the Polish Accreditation Centre (PAC) in the scope of the practical requirements concerning accreditation for EMAS verifiers.
7. Preparation and publication of training materials and brochures on accreditation requirements for the candidates for Polish verifying persons.

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1 It is proposed to train at least 1 person from each voivodship and additionally 1-3 persons from voivodships with the highest economic potential: Dolnoslaskie – 3 persons, Kujawsko-Pomorskie – 2 persons, Lodzkie – 2 persons, Lubelskie – 1 person, Lubuskie – 1 person, Malopolskie – 3 persons, Mazowieckie – 4 persons, Opolskie – 2 persons, Podkarpackie – 2 persons, Podlaskie – 1 person, Pomorskie – 3 persons, Slaskie – 3 persons, Swietokrzyskie – 1 person, Warminsko-Mazurskie – 2 persons, Wielkopolskie – 3 persons, Zachodniopomorskie – 3 persons.
8. Preparation of a training programme for the representatives of the Ministry of Environment and Polish bodies (Voivodship Offices) and units responsible for registration of the enterprises that fulfil EMAS requirements (about 80 people).

9. Analysis of the EMAS system in the European Union and the evaluation of the legal acts created in Poland.

10. Assistance for the Polish verifiers in carrying out the pilot verifications and accreditations of Polish enterprises that fulfil EMAS requirements.

Moreover, within the twinning light activities it is foreseen to prepare the full training programme and schedule. The training needs will be identified and assessed in co-operation with the Polish side, including foremost the Ministry of the Environment and Polish Accreditation Centre. Special emphasis will be placed on practical application of accreditation procedures. The twinning light arrangement will also be used to establish an information and experiences exchange between Poland and EU Member States and the dissemination of information on rules, economical benefits and ecological effects of EMAS will be provided.

Key requirements concerning the twinning light advisor:
- educational background: higher technical education,
- professional experience: minimum ten years experience is expected,
- proven in-depth knowledge of EMAS procedures as well as practical use of notification procedures.

The twinning light advisor should also have long-term strategic and operational experience in preferably international project management involving work on developing and implementing notification systems, in issue areas related to environment protection. The advisor should have meaningful experience in institution building, and in direct actions involving developing or using new procedures and staff training. It is especially important that the advisor will demonstrate experience with environmental interventions in businesses, involving a variety of approaches and sectors. Evidence will be sought of environment specific technical skills and detailed knowledge of relevant EU legislation. The adviser will co-operate primarily with the staff of the Ministry of Environment and with the other institutions involved.

The advisor will reside in the Ministry of Environment.
Short-term visits by experts with knowledge and experience supplementing the expertise of the advisor will be planned based on current assessments of needs.

Key requirements concerning short-term experts include:
- educational background: higher education,
- professional experience: minimum five years experience is expected,
- proven knowledge of EMAS, tendering procedures and practical knowledge of preparing technical specifications.

Furthermore the short term experts should be specialists linking environment protection expertise with knowledge and understanding of particular industrial sectors; and should be able to demonstrate a good background in project management, training and procurement. The pool of short-term experts should include experts in environmental impact assessments and environmentally friendly business development.

**Technical assistance**

**TA I**
1. Identification and assessment of technical needs (equipment, data bases, procedures etc.) for accreditation and register bodies;
2. Creation of technical base for the EMAS system on the basis of identified needs as described above (hardware, technical service etc.).

**TA II**
1. Training for the representatives of the Polish Accreditation Centre
2. Carrying out of series of training for the candidates for Polish verifiers (about 36 people).
3. Training for the MoE and Polish bodies (Voivodship Offices) and units responsible for registration of the enterprises that fulfil the EMAS requirements (about 80 people).
4. Creation of the Polish EMAS web-site (including day by day updated register of enterprises).

**TA III**
1. Training and consulting to enterprises in establishing and implementing environmental policies, programmes and management systems, and were necessary in developing appropriate environmental statements.

**Equipment**

Within the purchase of equipment it is planned to prepare the office and technical base for voivodship register units (16 units), accreditation body and competent body (MoE). This requires:
- purchase: server, 2 computers with printers and copy-machines etc. for each unit; moreover the competent body requires additional technical equipment to carry out information activities and to fulfil the tasks arising from the co-operation with the European Commission;
- preparation of software for the EMAS system, verifiers database, register of certified units, database for archives of the EMAS documentation and materials.

Detailed needs will be determined on the basis of prepared operational assumptions for the EMAS system and needs identified for each organizational unit (in TA I) as described above (equipment, software, technical service etc.); (partially)

4. **Institutional Framework**

4.1. The beneficiaries of the project will include:
- the Ministry of the Environment as the future organ in charge;
- the Polish Accreditation Centre as the future organ which accredits the verifiers;
- the divisions of environmental protection of the voivodship offices as the future units responsible for the operations of the voivodship registers of enterprises;
- consultants seeking status of accredited verifiers;
- enterprises planning to register in EMAS.

4.2. N/A

4.3. The project will strengthen the institutional framework in implementing and enforcement of the EMAS procedures in Poland.

4.4. In the first few months of the project realisation further institutions, which will be responsible of implementation of the directive, will be selected. Their needs concerning the project issues (equipment, hardware, software) will be identified and criteria of equipment distribution will be developed. According to above the technical specification for the equipment will be prepared, tenders will be carried out and equipment will be delivered to the selected partners.

5. **Detailed Budget (M€)**

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<tr>
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<tbody>
<tr>
<td>Twinning Light Arrangement</td>
<td>0.15</td>
<td>0.15</td>
<td>0.10</td>
<td>0.25</td>
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<td>Technical assistance</td>
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<td>0.10</td>
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<td><strong>TOTAL</strong></td>
<td><strong>0.60</strong></td>
<td><strong>1.85</strong></td>
<td><strong>2.45</strong></td>
<td><strong>0.40</strong></td>
<td><strong>2.85</strong></td>
</tr>
</tbody>
</table>

** Polish co-financing will be available.

6. **Implementation Arrangements**

6.1. **Implementing Agency**

PAO: Krystyna Gurbieł, Under Secretary of State, Office of the Committee for European Integration, Al. Ujazdowskie 9, 00-918 Warszawa, Poland, tel. (+48 22) 455 52 41.

The project will be implemented through the CFCU, which will be responsible for all administrative and financial aspects related to the projects implementation and arrangement of the twinning covenant, technical assistance contract and procurement of equipment. Contact: Mr Wojciech Paciorkiewicz, Director of CFCU, 00-444 Warsaw, Poland, 4a Górnoslaska St., Tel.: (+48 22) 622 00 31, Fax: (+48 22) 622 95 69, E-mail: cfcu@cofund.org.pl.
6.2. Twinning light

The beneficiary institution of the twinning light project will be the Ministry of the Environment.

Contact persons: Mrs Anna Wajnbergier, chief specialist, Department of the Ecological Policy, Ministry of the Environment, 52/54 Wawelska St., 00-922 Warsaw, Poland, Tel.: (+48 22) 57 92 660, Fax: (+48 22) 57 92 795, Email: anna.wajnbergier@mos.gov.pl.

Mrs Grazyna Hadjiraftis - Chief Specialist, Department of the European Integration, Ministry of the Environment, Warsaw, 52/54 Wawelska St., tel. (+48-22) 5792.763, fax: (+48-22) 5792.529, e-mail: ghadjira@mos.gov.pl

6.3. Non-standard aspects

Non-standard contracts/tender procedures are not planned. DIS manual will be followed.

6.4. Contracts

Twinning light arrangement: 0.15 M€ (Phare). National Co-financing: 0.10 M€.

Technical assistance: 1.70 M€ (Phare). National Co-financing: 0.10 M€ (the first TA contract: 0.40 M€ (Phare); the second TA contract: 0.70 M€ (Phare), the third TA contract 0.60 M€ (Phare).

Equipment contract: 0.60 M€ (Phare), National Co-financing: 0.20 M€ - joint co-financing

7. Implementation Schedule

<table>
<thead>
<tr>
<th>Project TOR specification ready</th>
<th>Start of tendering/call for proposals</th>
<th>Start of project activity</th>
<th>Project completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twinning Light Arrangement</td>
<td></td>
<td>01.02.2003</td>
<td>01.08.2003</td>
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<tr>
<td>Technical assistance</td>
<td>01.03.2003</td>
<td>01.04.2003</td>
<td>01.07.2003</td>
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<tr>
<td>Equipment supply</td>
<td>01.04.2003</td>
<td>01.07.2003</td>
<td>30.06.2004</td>
</tr>
</tbody>
</table>

8. Equal Opportunity

The project will involve in all phases of its implementation specific provisions for guaranteeing equal opportunity of access to activities and benefits resulting from its implementation. Gender related indicators would be gathered and monitored throughout the projects implementation to ensure that corrective steps can be taken at an appropriate moment in the project’s life cycle.


11. Investment criteria: n.a.

12. Conditionality and sequencing

12.1. Funding will depend on:

After the end of the pilot project described under Linked activities of this project fiche two scenarios of implementation are generally possible:

- the minimum scenario - all system elements and necessary legal acts will be prepared till the day when the Accession Treaty will enter into force (planned state of system readiness 1st January 2004),
- the maximum scenario – when the pilot program will be finished in December 2002, then it will start the establishment of the Polish system as completely compatible with EMAS requirements, which will allow for the registration of the first enterprises before the accession to the EU.

Under this scenario the conditions of the regulation must be satisfied. It requires the preparation and issuing of the legal acts that will give the basis for the implementation of eco-management and audit procedures similar as in the EU till the date when the EMAS regulation will enter into force.

The beginning of the PHARE project is reasonable only if in the year 2003 the activities are implemented according to the maximum scenario.

Further conditions:
- the introduction of the endowments concerning the EMAS system to the Polish law structures,
- the designation and the establishment of the bodies that will allow the system to function,
- the preparation of the information materials and of the action which will promote the system.

12.2 Milestones
The key benchmarks during project implementation will include:
- the beginning of the project in February 2003 r. (LT),
- the PCA representatives trainings, February-April 2003 r. (LT),
- the elaboration of the accreditation program for the Polish verifiers February-April 2003 r. (LT),
- development and creation of the Polish web-site, February-September 2003 r. (TA II),
- the preparation and publication of the training materials for the Polish verifiers, April-August 2003 r. (LT, TA II),
- the training of verifiers and the representatives of the public administration and training/consulting for companies, June–October 2003 r. (LT, TA II),
- the assessment of the technical needs by the accreditation and registration organs, May-September 2003 r. (TA I),
- the establishment of the technical base for the EMAS system (the supply of the equipment, software, establishment of the information system) April 2003 – February 2004, (TA I, equipment),
- the backup for the activities concerning verification and registration of the units in the EMAS system, August 2003 – March 2004 (TAII),
- the audit of the Polish EMAS system, March – April 2004 (TA III),
- the elaboration of the final report May-June 2004 (TA III).
### Annex 1: LOGFRAME PLANNING MATRIX FOR PROJECT

<table>
<thead>
<tr>
<th>Date</th>
<th>03.2002</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>02.2003-06.2004</td>
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<tr>
<td>Implementation EMAS in Poland</td>
<td>Budget 2.45€ (Phare) 2.85M€ (Total)</td>
</tr>
<tr>
<td>End contracting: 30/11/04 - End disbursement: 30/11/05</td>
<td></td>
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</tbody>
</table>

#### Overall Objective

<table>
<thead>
<tr>
<th>Objective verifiable Indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The overall objective of the project is creating conditions for the continuous improvement of the environmental performance of Polish industrial enterprises.</td>
<td>Functioning of the EMAS system that let to register the enterprises fulfilling the EMAS requirements.</td>
<td>Databases concerning units registered in the system. Final report.</td>
</tr>
</tbody>
</table>

#### Project purpose

<table>
<thead>
<tr>
<th>Objective verifiable Indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increased levels of development and implementation in enterprises of environment strategies and projects, involving introduction of environment management systems; Introduction of systematic, objective and periodic evaluations of environmental performance; Increased public awareness and availability of information on environmental performance; Institutionalisation of environmental performance enhancement and evaluation systems</td>
<td>- Number of enterprises seeking support in the procedure of registration in EMAS  - Number of trainings carried out.  - Number of information, promotion materials and guidelines prepared and published.  - Level of institutional preparedness for implementation of set functions measured in finished workload</td>
<td>Analysis and studies, reports on the realisation of tasks, guidelines</td>
</tr>
</tbody>
</table>

#### Results

<table>
<thead>
<tr>
<th>Objective verifiable Indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
</table>


Establishment of the Polish ecological management system in accordance with EMAS requirements
Registering of the first about 20 – 30 enterprises before Poland’s accession to the EU
about 36 verifiers trained and prepared for accreditation;
16 Voivodship registers operational;
Idea of EMAS, EMAS procedures etc. disseminated in the business and administration sectors;
about 80 registering staff trained, thereby register bodies (Voivodship Offices) and the Ministry of Environment prepared to fulfil tasks and responsibilities in the area of EMAS in Poland;

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Number of enterprises registered</td>
<td>- Number of environmental statements prepared and published</td>
<td>Implementation of the national EMAS system and structures in Poland. Registration of the enterprises. Databases that are the basis for the project and contain the information on registered units.</td>
</tr>
<tr>
<td>- Terms of reference on training prepared as well as accreditation programs for people responsible for verification.</td>
<td>- Number of people trained, - Number of workshops and seminars organised - Number of guidebooks and materials prepared and published - Current information on web site.</td>
<td></td>
</tr>
<tr>
<td>- Documentation concerning project realisation; prepared and published materials, reports on carried trainings and activities on promotion and information.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Twinning light activities:**

1. Assessment of existing technical and institutional conditions.
3. Study visits, representatives of the Polish Accreditation Centre (PAC) in the scope of practical requirements concerning accreditations for the EMAS verifying persons.
4. Support in developing the accreditation program for Polish verifying persons, as prepared by the Ministry of Environment and PAC.
5. Development, publication and distribution of training materials and brochures on EMAS procedures, benefits etc.
6. Preparation and carrying out the training program for representatives of the Polish Accreditation Centre (PAC) in the scope of the practical requirements concerning accreditation for EMAS verifiers.
7. Preparation and publication training materials and brochures on accreditation requirements for the candidates for Polish verifying persons.
8. Preparation of a training programme for training the representatives of the Ministry of Environment and Polish bodies (Voivodship Offices) and units responsible for registration of the enterprises that fulfil EMAS requirements (about 80 people).
9. Analysis of the EMAS system in the European Union and the evaluation of the legal acts created in Poland.
10. Assistance for the Polish verifiers in carrying out the pilot verifications and accreditations of Polish enterprises that fulfil EMAS requirements.

**Technical assistance**

**TA I**

1. Identification and assessment of technical needs (equipment, data bases, procedures etc.) for accreditation and register bodies;
2. Creation of technical base for the EMAS system on the basis of identified needs as described above (hardware, technical service etc.);

**Technical Assistance Equipment supply**

Functioning of the system, co-operation between all administrative bodies involved.
1. Training for representatives of the Polish Accreditation Centre
2. Preparation and carrying out of series of trainings for the candidates for Polish verifiers (about 36 people).
3. Preparation and carrying out training for the MoE and Polish bodies (Voivodship Offices) and units responsible for registration of the enterprises that fulfil the EMAS requirements (about 80 people).
4. Creation of the Polish EMAS web-site (including day by day updated register of enterprises).

**TA III**

1. Training and consulting to enterprises in establishing and implementing environmental policies, programmes and management systems, and were necessary in developing appropriate environmental statements.

**Equipment**

Within the purchase of equipment it is planned to prepare the office and technical base for voivodship register units (16 units), accreditation body and competent body (MoE). This requires:
- purchase: server, 2 computers with printers and copy-machines etc. for each unit; moreover the competent body requires additional technical equipment to carry out information activities and to fulfil the tasks arising from the co-operation with the European Commission;
- preparation of software for the EMAS system, verifiers database, register of certified units, database for archives of the EMAS documentation and materials.

**Preconditions**
- the introduction of the endowments concerning the EMAS system to the Polish law structures,
- the designation and the establishment of the bodies that will allow the system to function,
- the preparation of the information materials and the action which will promote the system.
### Annex 2-3: Implementation, contracting and disbursement schedules

**IMPLEMENTATION CHART:**
Implementation of the EMAS in Poland

<table>
<thead>
<tr>
<th>Date of Drafting</th>
<th>June 2002</th>
</tr>
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<tr>
<td>Planning Period</td>
<td>03.2002-12.2003</td>
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<table>
<thead>
<tr>
<th>Budget Allocation</th>
<th>Cost Estimate (in MEUR)</th>
<th>2.45 MEUR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PLANNED</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>II</td>
<td>III</td>
</tr>
</tbody>
</table>

| (1) Implementation schedule | D | CI | CI | CI | I | I | I |
| Contracting schedule | 0.15 | 1.85 | 2.45 |
| Disbursement schedule | 0.07 | 0.75 | 1.25 | 1.60 | 2.00 | 2.45 |

| (2) D = design of sub-projects |
| C = tendering and contracting |
| I = contract implementation and payment |

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