1. **BASIC INFORMATION**

1.1. **CRIS Number:** 2003/004-379/04.01
1.2. **Title:** Strengthening of the veterinary administration
1.3. **Sector:** Agriculture
1.4. **Location:** Poland

2. **OBJECTIVES**

2.1. **Overall objectives**
- Improvement of the institutional efficiency and strengthening of the Polish veterinary administration
- Assurance of more efficient veterinary control over functioning of the Internal Market

2.2. **Project purpose/immediate objective**
- Strengthening of the veterinary diagnostic laboratories by creating of the computer system for collecting and processing of laboratory data. Assurance of more efficient surveillance over food products of animal origin, more efficient laboratory diagnostics of animal diseases, faster information circulation in case of emergency
- Strengthening of the veterinary administration by improving the ability of the Polish veterinary officers to implement EU regulations. Gaining more professional qualifications by the Polish veterinary officers in order to establish better control under functioning of the Internal Market

2.3. **Accession Partnership and NPAA priorities**
The project is in accordance with NPPC 2001 (Priority 7.2: Harmonisation of veterinary law and veterinary administration structures in line with the EU requirements and their implementation). The system of diagnostic laboratories is of key importance in the system of detecting animal infectious diseases, epizootic diseases as well as examining and monitoring of harmful substances in food of animal origin. Results of the laboratory tests are the basis for veterinary services’ actions. Full capability of veterinary administration structures to fulfil the tasks stemming from the Community law is a condition of free movement of animals and food products of animal origin among the EU Member States.

3. **DESCRIPTION**

3.1. **Background and justification**
The veterinary administration authorises the access of products for trade and controls functioning of the Internal Market. Thus, it is necessary to take actions to improve the functioning of the veterinary administration.

In the framework of the project it is planned to undertake activities which were not included in the objectives of the previous Phare projects addressed to the Polish veterinary administration. These activities will allow for strengthening of the Polish veterinary administration after accession to the EU and lead to improvement of functioning of the Veterinary Inspection in conditions of the Internal Market.

Good surveillance information is vital for formulating veterinary policy and is the main rationale for maintaining the laboratory service public. Information, to be effective, requires rapid transfer and this can only be achieved when all laboratories and veterinary inspectorates are linked together by a computer network and the laboratories use a computerised system to record sample submissions and results.

The need for creation of a computer network for the veterinary laboratories was strongly recommended by an expert who performed the review mission in some Polish veterinary diagnostic laboratories in 2002. The report of the expert is the Annex 5. The recommendations of the mentioned above report are taken into account in this project fiche and will be implemented under the project (Contract No 1 – Creation of the computer system for laboratories and contract No 2 - Purchase of computer equipment for laboratories). The successful implementation of these contracts will allow for fulfilling the recommendations of the report.

The National Veterinary Research Institute in Pulawy is authorised to co-ordinate activities of veterinary diagnostic laboratories as the National Reference Laboratory on the basis of Law of 24 April 1997 on the control of animal infectious diseases, examination of animals for slaughter and meat and the Veterinary Inspection (articles 48, 48a) (The Journal of Laws of 1999, No 66, item 752 and The Journal of Laws of
2001, No 29, item 320) and Regulation of the Minister of Agriculture and Rural Development laying down the list of reference laboratories for particular kind of tests (The Journal of Laws of 2002, No 67, item 616). Creation of the computer network for the veterinary laboratories, managed by NVRI, will allow for performing of tasks set the National Reference Laboratory. On the basis of Law of 24 April 1997 on the control of animal infectious diseases, examination of animals for slaughter and meat and the Veterinary Inspection (article 43a) the Minister of Agriculture and Rural Development will issue the regulation compelling regional diagnostic laboratories to transmit relevant data in the electronic form to the NVRI.

3.2. **Linked activities**

- **Laboratory equipment for diagnosis of list A diseases.** Some small investment in the National Veterinary Research Institute has been made at the central level. The Multi-Country Programme (MCVP) started the process.

- **Residue monitoring programme.** Some investment has been made under Phare 95 programme. **PL.9506.01.05 – Modernisation of the veterinary system of chemical and biological residues in animal tissues and foodstuffs of animal origin.** Purchase of laboratory equipment, budget 291,947 ECU.

- **Local laboratories for milk and diary products:** **Project PL.95060118 – National Reference Laboratory for Milk and Diary Products** – purchase of laboratory equipment provided the background for establishing the central laboratory in the National Veterinary Research Institute in Pulawy – Budget 497,000 ECU. The national reference laboratory at the central level has been established under the project.

- **MCVP – Multi-country Veterinary Programme.** The programme provides a model of contingency plan and a list of equipment for animal infectious diseases eradication.

- **Project PL9805.02 – Reform and strengthening of veterinary administration.** One of the key objectives of this project was training of the Polish veterinary administration in following matters: Animal Health, Animal Welfare, Public Health, Border Inspection Control, Drugs, Residues, Rendering, Laboratories. In the framework of Phare 2003 it is planned to provide assistance, training and consultancy advice regarding subjects not included in the project PL9805.02 and develop matters regarding Public Health.

- **Phare project PL9906.02 – Veterinary administration at future external borders.** Twinning project implemented by the Polish Ministry of Agriculture and Rural Development, in co-operation with the German Federal Ministry of Food, Agriculture and Forestry and the Ministry of Social, Health and Family Affairs of Saxony and the French Ministry of Agriculture and Fishery (General Direction for Food). It was a project focused on reinforcing, equipping and rebuilding selected Border Inspection Posts, training the staff to carry out border control operation and improve working conditions of border inspectors, purchasing of laboratory equipment needed for checks at the border, providing necessary software, hardware, networking required for the veterinary control and its communications.

- **Project PL0006.04 – Veterinary system for laboratories and disease control.** In the framework of the project the terms of reference for creation of the software for laboratories will be elaborated. Moreover, in the framework of the project an external expertise to review the equipment planned to supply from the point of view of its usefulness for the entire system of veterinary laboratories was provided. The EU expert stressed the necessity to create a computer network covering all the veterinary diagnostic laboratories and proposed it as an objective for a future Phare project.

- **Phare project PL0006.05 – Border Inspection Posts, phase II.** Twinning project implemented by the Polish Ministry of Agriculture and Rural Development, in co-operation with the German Federal Ministry of Food, Agriculture and Forestry and the Ministry of Social, Health and Family Affairs of Saxony and the French Ministry of Agriculture and Fishery (General Direction for Food). It is a continuation of the project PL9906.02. This project is focused on reinforcing, equipping and rebuilding selected Border Inspection Posts, training the staff to carry out border control operation and improve working conditions of border inspectors, purchasing of laboratory equipment needed for checks at the border.

3.3. **Results**

- Initiating the work of the new computer system for laboratory data processing and collecting.

- Improvement of the institutional capacity of the Polish veterinary administration.
Strengthening and improvement of functioning of the veterinary diagnostic laboratories in order to assure more efficient surveillance over food products of animal origin, laboratory diagnostic of animal diseases, faster information circulation in case of emergency

Improving the ability of the Polish veterinary officers to implement EU regulations

Gaining more professional qualifications in order to establish better control under functioning of Common Market by the Polish veterinary officers.

3.4. Activities

Creation and installation of the new computer system for laboratory data processing and collecting (results of tests for residues, drugs, radioactive contamination, environment pollution, diagnostic tests for contagious animal diseases, monitoring of animal diseases and zoonoses). The system will allow for monitoring of laboratory samples from the moment of collection, through the whole process of examination, till results are achieved. The system will enable formulation, processing and collecting of statistical data. The system will be linked to the computer system for animal contagious diseases notification and control

Purchase of IT equipment in order to install the software mentioned above

Technical assistance provided by EU experts. Training and consultancy for the Polish veterinary officers regarding matters not included or not developed satisfactorily in the former Phare projects addressed to the Polish veterinary administration. The central level of veterinary service as well as the regional veterinary services will constitute target groups for the TA provided in the framework of the project.

The TA will be provided in the framework of a service contract. From the Beneficiary's point of view, basing on previous experience, this solution will allow for better flexibility in fulfilling real needs of the Veterinary Service. Both twinning and twinning light are no longer adequate to implement the activities planned under the project. (See point 3.5. Lessons learned.)

The following subjects of technical assistance are proposed (Starting date of the project implementation is 2004. The subjects proposed below are valid during programming period and can be modify in the future depending on the future needs. Thus, subjects of TA are presented in a general way and will be further developed in 2004):

Establishments – veterinary control:
- interpretation and application of EU legislation – veterinary aspects of public health conditions in establishments
- harmonised criteria for classification and for establishments veterinary inspections
- training of regional and local veterinary officers, involved in upgrading plans of assessment of establishments and their up-grading plans
- practical exercises (for veterinarians and/or plan management) in “model” establishments should be foreseen
- Residue monitoring in veterinary field:
  - in general: monitoring programmes which are based on risk analysis techniques
  - pesticide residues and contaminants
  - residues of veterinary drugs and contaminants
  - traceability in respect of both feedingstuffs and food
- Sampling and analysis in veterinary field (including laboratories): assistance on the development of laboratory quality assurance schemes (accreditation), and the infra-structure and capacity of laboratories in a country
- HACCP / Auto-Controls: Veterinary officers have to become familiar with the EU food safety principles in general. An important element is the gradual implementation of the HACCP principles. HACCP principles and assessing the appropriateness of HACCP systems
- Animal Health:
  - identification of animals, holding registration and traceability systems
  - controls over animal movements
  - specific animal health issues (e.g. routine animal health controls, eradication programmes, contingency plans and simulation exercises)
- Animal Welfare: interpretation and application of EU legislation in the domain of keeping of farm animals, the transport of animals and the slaughter/killing of animals
- Veterinary computer systems: ANIMO, ADNS, bovine data base, etc.
- Inspection in veterinary field (general):
  - organisation of control-bodies in countries
- control and inspection activities, certification
- Veterinary pharmaceuticals: surveillance over production, trading and usage.
- Milk and diary products: detailed requirements for production, processing, storage and transport
- Food safety in the light of crime and terrorist activities – veterinary aspects
- Surveillance over SRM collecting, rendering
- EU funds in agriculture/veterinary field: subsidies, after-the-day-of-accession programmes. Audit system.

3.5. Lessons learned
The Ministry of Agriculture and Rural Development was an implementing institution in several Phare projects dedicated to the Polish veterinary administration (PL9805.02, PL9906.02, PL0006.04, PL0006.05). Those projects were very complex, combining twinning, service contracts and investment contracts. Thus, the employees of MARD are experienced in Phare projects’ programming and implementation, have knowledge of Phare procedures and are aware of the needs of the Polish veterinary administration.

In case of Phare 2003 project, from the Beneficiary’s point of view and basing on the previous experience, the most effective way of delivering the necessary expertise will be a service contract for Technical Assistance. The Beneficiary is very satisfied with TA performed in the framework of the project PL0006.04. The procedures for contracting and implementation of service contracts are in general faster to procure and more effective than the twinning procedures (Long-lasting process of Twinning Covenant’s validation.). In this particular case, a service contract would be more adequate to satisfy the Veterinary Inspection needs regarding training and consultancy.

4. INSTITUTIONAL FRAMEWORK

The project will be implemented and supervised by the Ministry of Agriculture and Rural Development. The beneficiary institutions will be the Veterinary Inspection and the National Veterinary Research Institute (NVRI) in Pulawy.

The regional veterinary diagnostic laboratories (the Voivodship Veterinary Inspectorates) and the National Veterinary Research Institute will be the owners of the IT equipment.

The central level of veterinary service as well as the regional veterinary service will be target groups of the TA provided in the framework of the project. The training will be dedicated to the Polish veterinary officers of various administrative levels, personnel of the National Veterinary Research Institute (NVRI) in Pulawy and personnel of the regional veterinary diagnostic laboratories.

The results of the project will not influence institutional framework.

The Ministry of Agriculture will be responsible for purchase of IT equipment and creation of software for laboratory data collecting and processing. The CFCU will be responsible for tender procedures. The regional veterinary diagnostic laboratories (the Voivodship Veterinary Inspectorates) and the National Veterinary Research Institute will be the owners of the IT equipment.

5. DETAILED BUDGET

<table>
<thead>
<tr>
<th></th>
<th>Investment Support (IN) €</th>
<th>Institutional Building (IB) €</th>
<th>Total Phare (IN+IB) €</th>
<th>National co-financing €</th>
<th>Total €</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract 1 - Software</td>
<td>580 000</td>
<td>580 000</td>
<td>200 000</td>
<td>780 000</td>
<td></td>
</tr>
<tr>
<td>Contract 2 - IT equipment</td>
<td>310 000</td>
<td>310 000</td>
<td>110 000</td>
<td>420 000</td>
<td></td>
</tr>
<tr>
<td>Contract 3 - Technical assistance</td>
<td>1 310 000</td>
<td>1 310 000</td>
<td>90 000</td>
<td>1 400 000</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>890 000</td>
<td>1 310 000</td>
<td>2 200 000</td>
<td>400 000</td>
<td>2 600 000</td>
</tr>
</tbody>
</table>

The Polish authorities have assured that the co-financing is available either through the reserve budget foreseen specifically by the Ministry of Finance for this purpose each year, or directly through the budget of the relevant Ministry.
6. IMPLEMENTATION ARRANGEMENTS

6.1. Implementing Agency
- PAO: Krystyna Gurbiel, Under-secretary of State at the Office of the Committee for European Integration, Aleje Ujazdowskie 9, 00-918 Warszawa; phone 48 22 455 52 41
- CFCU: Foundation Co-operation Fund, CFCU Director, ul. Górnoślaska 4a, 00-400 Warsaw; phone: +48 22 622-88-20, fax: +4822 622-75-65
- The CFCU is responsible for handling tendering, contracting and payments of contracts on behalf of the Ministry of Agriculture and Rural Development

6.2. Twinning: N/A

6.3. Non-standard aspects
The project will be implemented in accordance with PRAG and DIS procedures.

6.4. Contracts
There are three contracts foreseen:
- Contract 1: Software for laboratories (Phare 0.58 M€, co-financing 0.2 M€ - joint co-financing)
- Contract 2: IT equipment for laboratories (Phare 0.31 M€, co-financing 0.11 M€ - joint co-financing)
- Contract 3: Technical assistance (Phare 1.31 M€ - Co-financing contracted separately 0.09 M€)

7. IMPLEMENTATION SCHEDULE
- Start of tendering: second quarter 2003
- Start of project activity: fourth quarter 2003
- Completion: first quarter 2005

8. EQUAL OPPORTUNITIES
Requirements to be met by personnel of the Ministry of Agriculture and Rural Development, the Veterinary Inspection and the local administration are the same regardless of gender. The participation of women and men will be based on relevant standards of the European Community concerning EOE (Equal Opportunity of Employment).

9. ENVIRONMENTAL IMPACT
N/A

10. RATES OF RETURN
N/A

11. INVESTMENT CRITERIA
N/A

12. CONDITIONALITIES AND SEQUENCING

12.1. Conditionalities
- Co-financing available
- The act requiring the RVRIs to transfer relevant data to NVRI's computer Data Base issued by the Minister of Agriculture and Rural Development
- Preparation of the terms of reference for the software for laboratories in the framework of the project PL0006.04
- Preparation of the terms of reference for the contract for technical assistance
- Preparation of the technical specification for the contract for IT equipment supply

12.2. Sequencing
- Preparation of the terms of reference for the software for laboratories in the framework of the project PL0006.04 (first quarter 2003)
- Preparation of the terms of reference for the contract for technical assistance (first quarter 2003)
- Preparation of the technical specification for the contract for IT equipment supply (first quarter 2003)
- Start of the tendering procedure (second quarter 2003)
- Contracts signing (fourth quarter 2003)
- Creation of the software for laboratories (third quarter 2004)
- Installation of the software (fourth quarter 2004)
- Training for the software users (fourth quarter 2004)

12.3. **Milestones**
- Start of the tendering procedure (second quarter 2003)
- Contracts signing (fourth quarter 2003)
- Creation of the software for laboratories (third quarter 2004)
- Installation of the software (fourth quarter 2004)
- Training for the software users (fourth quarter 2004)
**Annex 1 - Project Logical Framework Matrix**

**Project Title: Strengthening of the Veterinary Administration**

<table>
<thead>
<tr>
<th>Programme Number</th>
<th>Objective Verifiable Indicators</th>
<th>Sources of Verification</th>
</tr>
</thead>
</table>
| **Overall Objectives** | • Improvement of the institutional efficiency and strengthening of the Polish veterinary administration  
• Assurance of more efficient veterinary control over functioning of Common Market | • Achievement of organisation and quality of veterinary administration in accordance with the EU standards  
• Achievement of effective functioning of the Veterinary Inspection in conditions of Common Market | Reports and documents of MARD, the Office of the Committee for European Integration in Poland as well as EC veterinary authorities. |

<table>
<thead>
<tr>
<th><strong>Project Purpose (Immediate Objectives)</strong></th>
<th>Objective Verifiable Indicators</th>
<th>Sources of Verification</th>
<th>Assumption</th>
</tr>
</thead>
</table>
| • Strengthening of the veterinary diagnostic laboratories by creating of software for laboratory data collecting and processing. Assurance of more efficient surveillance over food products of animal origin, more efficient laboratory diagnostic of animal diseases, faster information circulation in case of emergency.  
• Strengthening of the veterinary administration by improving the ability of the Polish veterinary officers to implement EU regulations. Gaining more professional qualifications in order to establish better control under functioning of Common Market by the Polish veterinary officers | • Number of computer items with relevant software programme for laboratory data collecting, processing and delivering  
• Number of competent and certified veterinary officers  
• Number of training courses provided  
• Number of training days and consultant advise man/days provided by EU experts | Project progress reports, reports on special investigative research, project evaluation reports (intermediate and final) EC veterinary authorities reports and regulations. | The Programme should be implemented in its entirety. No partial implementation should be deemed a success. Sound understanding and involvement of the veterinary service, as well as the central and local governments into adjusting the sector in order to satisfy the EU requirements; creation of a system to help to manage crisis situations. |

<table>
<thead>
<tr>
<th><strong>Project Purpose (Immediate Objectives)</strong></th>
<th>Objective Verifiable Indicators</th>
<th>Sources of Verification</th>
<th>Assumptions &amp; Risks</th>
</tr>
</thead>
</table>
| • Installation of the new computer system for laboratory data processing and collecting  
• Improvement of the institutional capacity of the Polish veterinary administration  
• Strengthening and improvement of functioning of the veterinary diagnostic laboratories in order to assure more efficient surveillance over food products of animal origin, laboratory diagnostic of animal diseases, faster information circulation in case of emergency.  
• Improving the ability of the Polish | • Computer system for laboratory data processing and collecting operating  
• Institutional capacity of the Polish veterinary administration build up  
• Functioning of the veterinary diagnostic laboratories fully operating in order to assure more efficient surveillance over food products of animal origin, laboratory diagnostic of animal diseases, Swift circulation information in case of emergency achieved  
• Achievement of competency of the Polish veterinary officers to implement | • Reports and documents of MARD, the Office of the Committee for European Integration in Poland as well as EC veterinary authorities  
• Project progress reports, reports on special investigative research, project evaluation reports (midterm and final)  
• EC veterinary authorities reports and regulations | • A: National co-financing available for the Project  
• A: Contracts implementation according to the initial contract’s time schedule  
• A: Implementation of patterns form the EU Member States and their adjustment to the Polish needs  
• A: Harmonisation of EU models with the national existing ones  
• A: Continuation of work of trained personnel in Veterinary Inspection Service structures  
• R: Not adequate time is given to
veterinary officers to implement EU regulations
- Gaining more professional qualifications in order to establish better control under functioning of Common Market by the Polish veterinary officers

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Sources of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creation and installation of the new computer system for laboratory data processing and collecting (results of tests for residues, drugs, radioactive contamination, environment pollution diagnostic tests for contagious animal diseases, monitoring of animal diseases and zoonoses). The system will allow monitoring of laboratory sample from the moment of collection, through the whole process of examination, till results are achieved. The system will enable formulation, processing and collecting of statistic data. The system will be linked to the computer system for animal contagious diseases notification and control</td>
<td>Contract No1 signed before deadline</td>
<td></td>
</tr>
<tr>
<td>Purchase of IT equipment in order to install the software mentioned above</td>
<td>Contract No2 signed before deadline</td>
<td></td>
</tr>
<tr>
<td>Assistance provided by EU experts. Training and consultancy advice for the Polish veterinary officers regarding matters not included in the former Phare projects addressed to the Polish veterinary administration</td>
<td>Contract No3 signed before deadline</td>
<td></td>
</tr>
</tbody>
</table>

- EU regulations
- Polish veterinary officers professionally qualified in order to establish full control under functioning of Common Market.

- R; High job fluctuation among Veterinary Inspection Service staff

**Preconditions**

Co-financing available
Minister of Agriculture and Rural Development will issue the act requiring the RVRIs for transferring relevant data to NVRI's computer Data Base
Preparation of the terms of reference for the software for laboratories
Preparation of the technical specification for the contract for IT equipment supply;
Preparation of the terms of reference for the contract for technical assistance
## Annexes 2-3-4: Detailed Implementation Chart, Contracting and Disbursement Schedule of the Project

**Project Title:** Strengthening of the Veterinary Administration

**Date of Drafting:** 11.2002

**Planning Period:** 3/2003 – 2/2005

### Planned Implementation Schedule per Quarters

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Implementation</strong></td>
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<td>D</td>
<td>DC</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td><strong>Contracting</strong></td>
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<td>2,2</td>
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<tr>
<td><strong>Disbursement (Payment)</strong></td>
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<td>1,8</td>
<td>2,0</td>
<td>2,2</td>
<td></td>
<td>2,2</td>
<td></td>
</tr>
</tbody>
</table>

**Legend:**
- **D** = design of sub-projects;
- **C** = tendering and contracting;
- **I** = contract implementation and payment.