1. Basic information
1.1 CRIS number: 2003/005-710.01.05
1.2. Title: Preparation to implementation of the Community Initiative INTERREG III in Poland, with specific attention to the Eastern border.
1.3 Sector: Public administration
1.4 Location: Poland

2. Objectives:
2.1 Overall objective:
Preparation of potential applicants, regional authorities, as well as central administration to proper and efficient implementation of the INTERREG III Initiative in Poland.

2.2 Immediate objectives:
- Providing potential applicants of INTERREG A, B and C, regional authorities and governmental institutions with sufficient knowledge on programming and implementation of the Initiative,
- Preparation of representatives of regional authorities and central institutions to work for Managing Authorities, Paying Authorities and Joint Technical Secretariats of INTERREG programmes,
- Active participation in on-going and future Baltic Sea Region (BSR), CADSES and INTERREG III C projects as preparation to implementation of investment projects on the Polish eastern border under the INTERREG III,
- Preparation of regional authorities and central administration to monitoring of spatial development in Poland.

2.3 Accession Partnership and NPAA priorities:
The project is in line with the AP and the NPAA and addresses medium-term priorities of the AP. The AP has a medium-term priority of “economic and social cohesion” which underlines the need for “preparing for the implementation of regional programmes as well as Community Initiatives; clarifying the organisation of the administrative structures dealing with structural policies”.

The NPAA has a priority on “establishing of a legal and institutional framework and mechanisms for programming, managing, monitoring, controlling the regional and cohesion policy in compliance with the community requirements”.

2.4 Contribution to the National Development Plan:
The project will indirectly contribute to the effective implementation of the fifth axis of the National Development Plan 2004-2006 defined as Strengthening of development potential of the regions and counteraction against marginalisation of some areas. Besides the Integrated Regional Operational Programme, INTERREG III will be the instrument of the implementation of the axis.

2.5 Cross-border impact:
Implementation of the project will directly contribute to strengthening of public administration, regional authorities as well as potential applicants in programming and implementation of INTERREG III cross border cooperation programmes.
3. Description
3.1 Background and justification:
Since 1994 some Polish regions have been benefiting from the Phare CBC programme acting as the forerunner of the INTERREG CBC programme, but only three regions have had the opportunity of cooperating with partners (3 German Länder) under Phare CBC/ INTERREG CBC programmes. Thus, only three regions have become acquainted (to some extent) with procedures applied in INTERREG CBC programmes.
From 2004 onwards 11 Polish border regions will be eligible for INTERREG CBC programmes (Strand A) and the whole of Poland will be eligible for INTERREG III Strands B and C. According to the provisions of National Development Plan 2004-2006, the Ministry of Economy, Labour and Social Policy (MELSP) will be responsible for management of the Initiative in Poland. Regional self-government represented by the Marshal has some responsibilities for programming and implementation of regional development policy. Thus, after accession, regional self-governments will play an important role in programming and implementation of INTERREG III. Moreover, Polish representatives will work for already existing Managing Authorities (MAs), Paying Authorities (PAs) and Joint Technical Secretariats (JTSs) as well as they will be delegated and work for MAs, PAs and JTSs to be set up within administrative structures of the new INTERREG CBC programmes. Thus, there is a great need to prepare governmental institutions, regional authorities and potential applicants to proper and smooth implementation of INTERREG III.

It is envisaged that in each region contact points on the INTERREG III Initiative will be established. The contact points will be based with Marshall Offices. The main aim of the contact points will be to provide potential applicants from a given region with professional information and advice on how to apply for financial resources under the Initiative, and to assess application forms submitted by potential applicants in terms of eligibility and administrative compliance. The contact points will also be responsible for information and publicity concerning INTERREG programmes (including the publishing of timetables of application rounds). Application forms will remain to be forwarded the Joint Technical Secretariat and to the Steering Committee of a given cross border cooperation programme. It is to be noted that these contact points will not be able to benefit from the Interreg programmes.

Polish Eastern Border regions have less experience in implementing Phare CBC Programmes. Moreover, they are relatively less developed than the rest of the country. Therefore, there is a particular need to financially support Polish Eastern Border regional institutions in preparing projects, with necessary documentation, eligible for financing under INTERREG III A programme.
Due to a lack of financial resources, only few Polish public institutions, as well as self-governments participate in the BSR and CADSES programmes. The same applies to the INTERREG III C programmes. As Phare 2001 and 2002 CBC – Baltic Sea Region funding - meant to support Polish contribution to BSR projects - is not sufficient, Polish partners are deprived of opportunities to gather experience in transnational projects management. Currently, Polish partners need over 5,0 MEUR to cover their shares in the already selected and approved 29 BSR projects and in 11 CADSES projects. There is also significant interest in participation in INTERREG III C projects (36 partners from Poland in the projects submitted for the 1st call). Therefore, in order to ensure active participation in conceptual and technical preparation of investment projects and consequently so as to enable Polish applicants to implement the investment (infrastructure) projects under Structural Funds, it is envisaged that a grant scheme under the INTERREG III B, the INTERREG III C and a grant scheme under the INTERREG III A will be implemented.
All the project applications already approved under the INTERREG III B (BSR and CADSES) and INTERREG III C programmes in which Polish partners are involved, as well as projects under the INTERREG III A on the Polish eastern border to be approved within the programmes by the time ERDF funds are available for Polish partners, will once more be examined and appraised on a competitive basis against objective criteria by an evaluation committee consisting of representatives of regional authorities, Ministry of Economy, Labour and Social Policy, Ministry of Infrastructure, Governmental Center for Strategic Studies and social partners. The Evaluation Committee will be appointed by the lead minister for the INTERREG III Initiative. Following the Committee decisions grants from will be awarded in accordance with a ranking list.

The amount granted will depend on the total value and type of the project. Lower grants may be also considered on a case by case basis. National co-financing will amount to 25%. It will be covered by the ultimate beneficiaries and MELSP. The Ministry of Economy, Labour and Social Policy will be responsible for management of the grant scheme, as well as its implementation. Implementing Authority for Phare Cross Border Co-operation Programme will elaborate Guidelines in line with Phare regulations. Payments of the Phare grants will also be the responsibility of Implementing Authority for Phare Cross Border Co-operation Programme as well as monitoring and evaluation of the awarded grants.

Concerning administrative support for operating the grant-scheme, the Phare contribution may finance costs up to 5% of the total amount available for the component.

The European Union stresses the need to promote a more balanced and more sustainable development of the European territory. One of the objectives of spatial planning within an enlarged EU territory is to efficiently monitor spatial development and to improve the spatial coordination of sector policies (ESPON). Currently, Poland is not able to actively take part in these activities due to a lack of institutional capacity and lack of a proper platform of information exchange between Polish regional and central institutions and between Poland and foreign partners. Thus, it is proposed that the National Monitoring System of Spatial Development (NMSSD) will be created and made operational. NMSSD will cooperate with central institutions responsible for spatial development (Ministry of Environment, Ministry of Infrastructure, Governmental Center for Strategic Studies, etc.) and also with regional authorities. The system will allow for access to information on the contents of 16 regional spatial plans, as well as to information on a course of spatial policy in a given area of the country. The coordination center of the NMSSD will be based in Warsaw with the Ministry of Economy, Labour and Social Policy. NMSSD will be responsible for processing of available data and information on spatial planning and then adjusting it to the system requirements. The coordination center shall cooperate with 16 regional branches of NMSSD based with a Marshall Office in each region. Creation of NMSSD will enhance future spatial integration of Poland into the European Union.

3.1 Linked Activities:
As one of the main objectives of the INTERREG III Initiative is cross-border cooperation, both Phare Cross-border Programmes aiming at preparation to implementation of INTERREG CBC programmes, as well as programmes relating to preparation of Polish administration to the Structural Funds and the Cohesion Fund are connected with the project:
- PL0009 Phare Cross-border Co-operation Programme Poland-Germany 2000
- PL0011 Phare Cross-border Co-operation Programme Poland-Czech Republic 2000
- PL0010 Phare Cross-border Co-operation Programme Poland-Slovak Republic 2000,
• PL0013 Phare Cross-border Co-operation Programme Supplementary Investment Fund for Poland 2000,
• PL0014 Special Action in the favour of the Baltic Sea Region Poland,
• PL0108 Phare Cross-border Co-operation Programme Poland-Germany 2001,
• PL0109 Phare Cross-border Co-operation Programme Poland-Czech Republic 2001,
• PL0111 Phare Cross-border Co-operation Programme Poland-Slovak Republic 2001,
• PL0111 Co-operation Programme in the Baltic Sea Region 2001,
• PL2002-000-606 Phare Cross-border Co-operation Programme Poland-Germany 2002,
• PL2002-000-607 Phare Cross-border Co-operation Programme Poland-Czech Republic 2002
• PL2002-000-640 Phare Cross-border Co-operation Programme Poland-Slovak Republic 2002
• PL2002/000/639 Co-operation Programme in the Baltic Sea Region 2002,
• PL01.01.14 “Strengthening co-ordination and management capacities for Structural Funds”: preparation of the Ministry of Economy for SF co-ordination and administrative framework for ERDF management”. This project is focused on setting up organisational scheme and drawing up documents and procedures for SF and ERDF management.
• Under Phare 2002 the project “Preparation of public administration for the effective co-ordination of CSF and implementation of ERDF funded programmes and projects” was prepared.
• Assistance aiming at development of “project pipeline” for ERDF will be carried out by the project designed under Phare 2002 “Preparation of the project pipeline for ERDF”.
• Projects under Phare 2002 aimed at strengthening the capacities of the Management Authorities for other Structural Funds and Cohesion Fund:
  - “ESF management and implementation” Ministry of Labour and Social Policy
  - “Adjustment of institutions to the implementation of structural policy on the development of agriculture and rural areas” Ministry of Agriculture and Rural Development
  - “Preparation of public administration for effective management of UE structural fund – FIFG (Financial Instruments for Fishery Guidance)” Ministry of Agriculture and Rural Development

3.3 Results:
The results are divided into four groups according to the immediate objectives identified in point 2.2 of the fiche:

**Group 1:**
- representatives of governmental institutions provided with sufficient knowledge so as to manage the Initiative in Poland,
- regional authorities trained in programming and implementation of the Initiative,
- potential applicants for INTERREG A, B and C support provided with training and information of the types of projects that are eligible for assistance,
- potential beneficiaries of INTERREG A provided with training on the procedures of application and implementation of projects,
- experiences gained on German lands transfer to the Polish eastern border,
- conferences and promotional activities delivered,
- staff of 16 contact points trained and equipped with hardware, software and furniture,

**Group 2:**
- Polish representatives to be delegated to Managing and Paying Authorities, as well as to Joint Technical Secretariats trained through participation in study visits to MAs, PAs and JTSs in partner countries.

Group 3:
- Contribution to participation of Polish partners in on-going and future INTERREG B and INTERREG III C projects provided (25 projects),
- Preparation to investment (infrastructure) projects on the Polish eastern border to be implemented under the INTERREG III provided.

Group 4:
- National Monitoring System of Spatial Development (NMSSD) created,
- administrators of the NMSSD, i.e. representatives of Marshall Offices, as well as central administration trained,
- 16 regional branches (Marshall Offices), as well as the coordination center of the NMSSD provided with hardware and software.

3.4. Activities:
The project is divided into four groups of activities according to the objectives identified in point 2.2 of the project fiche:

Group 1:
- Conferences, workshops, training sessions for potential applicants of INTERREG III to be organized in Warsaw and in the 16 regions,
- Training sessions for potential beneficiaries of INTERREG III in preparation of INTERREG A, B and C applications,
- Training sessions and workshops transfer knowledge and experiences from the German lands,
- Training sessions for representatives of 16 Marshall Offices to be delegated to contact points to be established at each Marshall Office,
- Purchase of hardware and software for 16 contact points

Group 2:
- Training sessions for Polish representatives to be delegated to Managing and Paying Authorities and Joint Technical Secretariats,

Group 3:
- evaluation of the on-going and future INTERREG B and INTERREG III C projects by the Evaluation Committee,
- awarding grants to INTERREG III B and INTERREG III C projects through grant contracts,
- active participation of Polish partners in INTERREG III and INTERREG IIIC projects,
- awarding grants for support of preparation to implementation of investment projects on the Polish eastern border under the INTERREG III A.

Group 4:
- creation of complex data base to be used under the National Monitoring System of Spatial Development,
- training for staff of the National Monitoring System of Spatial Development,
- purchase of hardware and software for the 16 regional branches of NMSSD, as well as the coordination center in Warsaw.

4. Institutional framework:
The Ministry of Economy, Labour and Social Policy, appointed by the Council of Ministers as the Managing Authority responsible for management of the INTERREG programmes in Poland, will be responsible for implementation of the project.
The Office of the Committee for the European Integration (OCEI) is responsible for the overall co-ordination of pre-accession funds, for the decentralisation process of pre-accession assistance, as well as for monitoring of preparation to the Structural Funds. Therefore, OCEI is the co-ordinator of all IB projects aiming at building Structural Funds implementation and management structure under Phare 2001, 2002 and 2003.

Evaluating Committee appointed by the lead minister for the INTERREG III Initiative will consist of representatives of regional authorities, Ministry of Economy, Labour and Social Policy, Ministry of Infrastructure, Governmental Center for Strategic Studies and social partners. It will be responsible for examination and approval on a competitive basis against objective criteria the project applications already approved under the BSR and CADSE programmes in which Polish partners are involved, as well as the BSR, CADSES, INTERREG III C and INTERREG III A projects to be approved by the time ERDF funds are available for Polish partners.

5. Detailed budget in mln Euro:

<table>
<thead>
<tr>
<th></th>
<th>Investment</th>
<th>IB</th>
<th>Total Phare</th>
<th>Recipient</th>
<th>IFI</th>
<th>TOTAL</th>
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<tr>
<td>Technical Assistance</td>
<td>0.80</td>
<td>0.80</td>
<td>0.09*</td>
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<tr>
<td>Equipment</td>
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<td>0.20</td>
<td>0.06**</td>
<td>0.26</td>
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<td></td>
</tr>
<tr>
<td>Grant schemes</td>
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<td>0.06***</td>
<td>2.66</td>
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<td>TOTAL</td>
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<td>2.80</td>
<td>3.00</td>
<td>0.81</td>
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<td></td>
</tr>
</tbody>
</table>

*Technical Assistance: national co-financing amounts to 10%. It will be covered by the Ministry of Economy, Labour and Social Policy,

**Equipment: national co-financing amounts to 25%. It will be covered by the Ministry of Economy, Labour and Social Policy,

***Grant schemes: national co-financing amounts to 25%. It will be covered by ultimate beneficiaries and the Ministry of Economy, Labour and Social Policy.

6. Implementation arrangements:

6.1 Implementing Agency:

PAO: Tadeusz Kozek, Under-secretary of State at the Office of the Committee for European Integration, Aleje Ujazdowskie 9, 00-918 Warsaw; phone +48 (prefix) 22 455 52 41.


Tel (48 22) 622 84 64 Fax: +48 (prefix) 22 622 72 12.

CFCU is responsible for tendering, contracting and payments of contracts on behalf of the Ministry of Economy, Labour and Social Policy. CFCU will sign an agreement concerning implementation of the grant scheme with Implementing Authority for Phare Cross Border Co-operation Programme. Implementing Authority for Phare Cross Border Co-operation Programme will have the following responsibilities for the grant scheme:

- promotion and dissemination of information on the grant scheme,
- elaboration of Guidelines for beneficiaries (*INTERREG III B and III C projects already approved and to be approved by the time ERDF funds are available for Polish partners*),
- collection of application forms,
- signing of grant contracts,
- payments to beneficiaries,
- monitoring and evaluation of the awarded grants.

Implementing Authority for Phare Cross Border Co-operation Programme will elaborate Guidelines in line with Phare regulations. Payments of the Phare grants will also be the responsibility of Implementing Authority for Phare Cross Border Co-operation Programme as well as monitoring and evaluation of the awarded grants.
6.2 Twinning: N/A

6.3 Non-standard aspects: The rules of the “Practical Guide to contract procedures financed from the general budget of the European Communities in the context of external action” will be followed.

6.4 Contracts:
1 contract for TA of 0.89 MEUR (at least 0.2 MEUR for the Polish eastern border)
1 equipment contract of 0.22 MEUR for:
- purchase of hardware and software to the 16 regional branches of NMSSD, as well as the coordination center in Warsaw (in total 18 sets);
- purchase of hardware, software and furniture to the 16 contact points to be established at each Marshall Office (in total 16 sets).

It is estimated that roughly 75 contracts for grant schemes under the INTERREG III of a total value 2.70 MEUR will be signed between the Ministry of Economy, Labour and Social Policy and ultimate beneficiaries (25 contracts for grant schemes under the INTERREG III B and the INTERREG III C of a total value 1.60 MEUR as well as roughly 50 contracts for grant schemes for preparation of necessary documentation for projects eligible for financing under the INTERREG III A on the Polish eastern border of a total value 1,10 MEUR).

7. Implementation schedule:
7.1 Start of tendering: 4 quarter 2003
7.2 Start of project activities: 1 quarter 2004
7.3 Project completion: 4 quarter 2006

8. Equal opportunity: All actions of the project will respect equality between men and women.

9. Environment: N/A.

10. Rates of return: N/A.

11. Investment criteria: N/A.

12. Conditionally and sequencing: The most important precondition concerns achievement by the Polish Government further harmonisation of the national legal system to acquis communautaire.

Benchmarks:
- Financing Memorandum signed by 3rd quarter of 2003,
- Community Support Framework negotiated and approved,
- Contract for the Technical Assistance signed by the end of 1st quarter 2004,
- Grant schemes to be awarded to Polish partners by the end of 2nd quarter 2004

Successful implementation of the project depends on the appropriate co-ordination of project activities, effective co-operation and commitment of all institutions involved in the project implementation.
<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003</td>
<td>Assistance in the process of preparation to implementation of the Community Initiative INTERREG III in Poland</td>
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<tr>
<td>2004</td>
<td>Participation of Poland in the Initiative from 2004</td>
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### Annex 1: LOGFRAME PLANNING MATRIX FOR PROJECT

#### Wider Objective

- **Preparation of potential applicants, regional authorities, as well as central administration to proper and efficient implementation of the INTERREG III Initiative in Poland.**

#### Immediate Objectives

- **Providing potential applicants of INTERREG A, B and C, regional authorities and governmental institutions with sufficient knowledge on programming and implementation of the Initiative,**

- **Preparation of representatives of regional authorities and central institutions to work for Managing Authorities (MAs), Paying Authorities (PAs) and Joint Technical Secretariats (JTSs) of INTERREG programmes,**

- **Active participation in on-going and future INTERREG III B and III C projects as preparation to implementation of investment projects on the Polish eastern border under the INTERREG III A,**

- **Preparation of regional authorities and central administration to monitoring of spatial development in Poland.**

#### Results

**Group 1:**
- Representatives of governmental institutions provided with sufficient knowledge so as to manage the Initiative in Poland,
- Regional authorities trained in programming and implementation of the Initiative,
- Potential applicants for INTERREG A, B and C funding provided with training and information of the type of projects that are eligible for assistance,
- Experiences gained on German lands transferred to the Polish eastern border,
- Conferences and study visits provided,
- Staff of 16 contact points trained and equipped with hardware and furniture,

**Group 2:**
- Polish representatives to be delegated to Managing and Paying Authorities, as well as to Joint Technical Secretariats trained through participation to MAs, PAs and JTSs in partner countries,

**Group 3:**
- Contribution to participation of Polish partners in on-going and future INTERREG III C and III B projects provided
- Preparation to investment (infrastructure) projects on the Polish eastern border to be

#### Indicators of Achievement

- Regional authorities and governmental institutions capable of effective management of the Initiative,
- INTERREG Unit at MELSP prepared for implementation of the Initiative,
- Potential applicants capable of active participation in the INTERREG III programmes,
- Polish representatives ready to work for MAs, PAs, JTSs,

#### Sources of Information

- Polish accession documents and the EU opinions,
- Central and regional government documents,
- Studies and analyses,
- Participation of Poland in the Initiative from 2004

#### Assumptions and Risks

- Effective co-operation between national and regional administration,
- Professional staff employed and equipped

#### Budget

- Phare: 3.80 MEUR
- MEUR: 3.00 MEUR
implemented under the INTERREG III A, provided,

- Group 4:
  - National Monitoring System of Spatial Development (NMSSD) created,
  - administrators of the NMSSD, i.e. representatives of Marshall Offices, as well as central administration trained,
  - number of grants provided for preparation of required documentation for infrastructure projects under Strand A in Eastern Poland
  - number regional branches (Marshall Offices), as well as the coordination center of the NMSSD made operational

Inputs

Group 1:
- Conferences, workshops, training sessions for potential applicants of INTERREG III (in Warsaw and in the 16 regions) including workshops in preparation of INTERREG A, B and C applications,
- Training session, work shops and study tours transfer knowledge and experiences
- Training sessions for delegates of Marshall Offices to 16 contact points and purchase of hardware and software for contact points

Group 2:
- Training sessions and study visits for Polish representatives to be delegated to MAs, PAs and JTSs,

Group 3:
- Evaluation of the on-going and future INTERREG III B and III C projects by the Evaluation Committee,
- awarding grants to INTERREG III B and III C projects through grant contracts and active participation of Polish partners in mentioned projects
- awarding grants for preparation to implementation of investment projects under INTERREG III A on the Polish eastern border.

Group 4:
- complex data base to be used under the NMSSD, training for staff of the NMSSD and purchase of hardware and software for the 16 regional branches of NMSSD, as well as the coordination center in Warsaw.

Annex 2-3: Cumulative implementation, contracting and disbursement schedule

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<th>Subprojects</th>
<th>Date of drafting</th>
<th>2 April 2003</th>
<th>Planning period</th>
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<td>Contracting schedule*</td>
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<td>Disbursement schedule*</td>
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*Cumulative in mln euro