1. Basic Information

1.1 CRIS Number: 2004/016-829.01.04

Twinning Nos:

3.4.2 Medicinal products for human use PL2004/IB/SO/01
3.4.3 Strengthening of the system of Recognition of Professional Qualifications PL2004/IB/OT/02/TL
3.4.4 Institutional and organisation reinforcing of units responsible for ex-post control of expenditures from EAGGF Guarantee section for intervention activities according to CMOs regulations PL2004/IB/AG/01/TL
3.4.5 Strengthening Administration responsible for phytosanitary and fertiliser issues PL2004/IB/AG/02
3.4.6 Market surveillance on marine equipment and adjustment of hydrographic activities carried in Poland to IHO S-44 PL2004/IB/TR/01/TL
3.4.9 Strengthening URTiP in monitoring and stimulating development of postal market - PL2004/IB/TE/01/TL

1.2 Title: EU integration multi-sector training programme
1.3 Sector: Public administration
1.4 Location: Poland

2. Objectives

2.1 Overall Objective:
Further strengthening of the administrative capacity for the full application of the acquis communautaire

2.2 Project purpose:
Increasing compliance of legal and institutional frameworks with the acquis and enhancing administrative capacity in the among others: free movement of goods, free movement of persons, agriculture, transport policy, social policy and employment, industrial policy, telecommunications and information technologies, financial control.

2.3 Justification
Comprehensive Monitoring Report on Poland’s preparation for membership: The administrative capacity in specific areas of the acquis shows that for most of them administrative structures are in place, but only in few cases has the capacity reached an optimal level. Human resources, training and budgets need to be strengthened, and inter-institutional co-ordination needs to be improved.

Free movement of goods
CMR: Particular attention should be paid to the completion of the alignment efforts and to strengthening of the administrative capacity in the area of food safety and the non-discriminatory implementation of the pharmaceutical legislation.
Free movement of persons
CMR: The general system of mutual recognition of professional qualifications remains to be completed. The necessary administrative structures for implementation are largely in place but require further strengthening.

Agriculture
CMR: The agriculture chapter covers a large number of binding rules, many of which are directly applicable. The proper application of these rules and their effective enforcement by an efficient public administration are essential for the functioning of the common agricultural policy. Most of the problems identified by the European Commission in the CMR will be covered in several single project fiches. However some of the issues are included also into the “EU integration multi-sector training programme”.

In the area of Paying Agencies, the Agency for the Agricultural Markets (AMA) will be responsible for the administration of trade mechanisms. The relevant control tasks will be under the responsibility of the customs services and the Agriculture and Food Commercial Quality Inspectorate will supervise the quality parameters. Legislative measures for the period after accession remain to be adopted. The preparation of administrative structures and procedures must be accelerated, with particular attention to the export refunds monitoring system and to good communication between the three institutions.

In the field of phytosanitary legislation, a new draft Act on the Plant Protection is still under examination. Consequently, the *acquis* on harmful organisms is not yet transposed. An issue of concern is that Poland would not be able to provide at the date of accession the same level of phytosanitary guarantees for potato production as achieved in the current Member States. Commitments have been made to address this issue. The *acquis* for plant protection products remains to be transposed. A transitional period for marketing certain plant protection products until the end of December 2006 has been provided to Poland. As regards quality of seeds and propagating material, the new seed act has been adopted but implementing legislation is still pending. Within the Chapter 1 of the CMR it is also mentioned that further efforts are required in the area fertilisers.

Transport policy
CMR: In the field of maritime transport, framework legislation is in place and in line with the *acquis*. However, the adoption of implementing legislation remains to be completed, in particular in relation to the *acquis* adopted under the “Erika” packages, and with regard to the latest amendments to the *acquis* on passenger ships, fishing vessels and marine equipment. The relevant administrative structures in this area are in place, but need further strengthening.

EC transport legislation aims at improving the functioning of the Internal Market by promoting efficient and environment- and user-friendly transport services. To fulfil this requirement enhancement of safety of navigation in the area of Polish sea waters seems to be indispensable.

Social policy and employment
CMR: As regards the European Social Fund (ESF), the administrative framework is in place. The efforts to reinforce administrative structures for the management of the ESF at national and regional level should be maintained and intensified, including adequate staffing and staff training for all future final beneficiaries with a special focus on monitoring, audit and financial control.

Industrial policy
CMR: In the area of restructuring and privatisation, the implementation of the restructuring policy in a manner that conforms to the competition and state aid *acquis* remains an area for special
attention so as to create efficient and competitive firms. The necessary administrative structures in this area are largely in place but should be reinforced.

Telecommunications and information technologies

**CMR**: In the area of postal services, Poland’s legislative alignment remains to be completed, *inter alia* regarding the authorisations and licensing regime, and universal service (quality of service provision and tariff principles). Complementary implementing legislation remains to be adopted (on customers' complaint procedures, accounting systems, licensing and tariff regimes, and quality of service). Despite the transitional period for the implementation of universal service in postal services, granted until 31 December 2005, work in this area should be continued. The 2002 *acquis* remains to be transposed. Administrative capacity in this sector needs to be further strengthened through more appropriately qualified staffing and continued training. The operational independence of the regulator needs to be ensured.

Financial control

**CMR**: The *acquis* under this chapter requires the existence of adequate ex ante financial control and functionally independent internal audit systems; an independent external audit of the public internal financial control systems in the public sector; an appropriate financial control mechanism for EU preaccession funding and future structural action expenditure; and arrangements on the protection of EC financial interests.

3. **Description**

3.1 **Background and justification:**

Poland has already harmonised its legislation with the *acquis* requirements in the majority of areas as well as developed administrative capacity to implement the *acquis* in a considerable number of fields. Most of these activities have been supported by the Phare funds. It is also necessary to underline that Poland has had an opportunity to benefit from the EU Member States experiences through the twinning co-operation with the EU public administration.

During the first years of Poland’s accession to the European Union, further strengthening and support for the Polish administration is required in order to fulfil all tasks of a EU Member State. Therefore, the Transition Facility will continue supporting the Polish administration in the implementation and enforcement of activities that concern the *acquis*.

“The EU integration multi-sector training programme” is supposed to assist in running small or medium-sized measures in several identified fields of institution building character.

The following areas have been identified as in need further support through “The EU integration multi-sector training programme”: free movement of goods, free movement of persons, agriculture, transport policy, social policy and employment, industrial policy, telecommunications and information technologies, financial control. However, the list of possible sectors to be supported within the project can broaden.

Free movement of goods

The EU requirements concerning food safety control (incl. Sampling) must be further implemented in practice and continuous training for trainers followed by the training of food inspectors is an indispensable for maintaining the necessary standards of the official food control. It is required to strengthen the Ministry of Health in the further implementation of the *acquis* mainly (focusing on): Commission Regulation (EC) No 466/2001 of 8 March 2001 setting maximum levels for certain contaminants in foodstuffs; pesticides residues as set by the Commission Directive 2002/63/EC for analysis to determine compliance with the Maximum Residue Levels (MRLs); Commission
Directive 2003/78/EC of 11 August 2003 laying down the sampling methods and the methods of analysis for the official control of the levels of patulin in foodstuffs (Text with EEA relevance); Commission Directive 2002/26/EC laying down the sampling methods and the methods of analysis for the official control of the levels of ochratoxin A in foodstuffs; Commission Directive 98/53/EC of 16 July 1998 laying down the sampling methods and the methods of analysis for the official control of the levels for certain contaminants in foodstuffs; Commission Directive 2001/22/EC of 8 March 2001 laying down the sampling methods and the methods of analysis for the official control of the levels of lead, cadmium, mercury and 3-MCPD in foodstuffs and all other amendments which could be made, and also other regulations referring to sampling procedure.

The pharmaceutical inspection supervises production, quality and marketing of medicinal products, develop and introduce quality control systems for medicinal products in trade, and develop and introduce early warning systems under the European Rapid Alert scheme. After accession it is necessary to continue the efforts to ameliorate the control instruments that respond to the EU standards in the fields of: the manufacture of medicinal products, wholesale and retail operations, quality control of medicinal and medical products in trade, medicinal product advertising.

Free movement of persons
The EU directives of the general system for mutual recognition of professional qualifications in regulated professions, i.e. Directive 89/48/EEC, 92/51/EEC, 99/42/EC, and 2001/19/EC, have been implemented in Poland. The Ministry of National Education and Sport is responsible for the implementation of the general system of mutual recognition of professional qualifications in Poland and Bureau for Academic Recognition and International Exchange has been appointed as a contact point for the co-ordination of the general system. The role of the Bureau in the system of recognition of professional qualifications under EU directives is supposed not to be only that of a contact point, which implies spreading information about the regulated professions and competent authorities responsible for their recognition to the EU citizens seeking recognition. The Bureau will also collect all the applications and then forward them – along with an evaluation of the educational part of the qualification – to competent authorities responsible for recognition. Therefore, on-going training for the staff of the Bureau for Academic Recognition and International Exchange and the competent authorities is essential.

Agriculture
According to Council Regulation 4045/89 all EU Member States are obliged to conduct ex-post control of payments from EAGGF funds, i.e. mainly: payments connected with intervention on internal markets of agricultural products, export refunds, rural development funds. In order to fulfil the provisions of the above-mentioned regulation the following organisational model has been created: the Agency of Agriculture Market and the Agency for Restructuring and Modernisation of Agriculture – were appointed as the paying agencies for the EAGGF. The Ministry of Agriculture and Rural Development that will be responsible for: carrying out the risk analysis, preparing plans of scrutinies and control files; and the Agricultural and Food Quality Inspection will be responsible for conducting on the spot control of undertakings receiving funds from EAGGF - Guarantee section. In view of the requirement of the system further strengthening of these institutions is essential.

The Polish accession into the EU is connected with the necessity to align the plant material health control system with the system functioning in all EU Member States. The new national phytosanitary law based on the Community legislation, needs to be implemented in daily practice of the Plant Health and Seed Inspection Service that will carry out control of compliance with the said obligations. Thus, in order to implement it effectively, it is necessary to perform training courses for
phytosanitary inspectors, particularly employed at the operational level. In the field of fertilisers the Polish laws has been adjusted to EU directives (the Regulation 2003/2003). Moreover, the Polish Law on Plant Protection, and executive regulations fully implementing provisions laid down in the Council Directive 91/414 and its six annexes shall come into force at the day of Poland’s accession to the EU. Some of the provisions included in these acts are new for the Polish legislation. These are registration of active substances and uniform principles for authorisation of plant protection products. Therefore, the possibility of providing training for Polish administration responsible for fertilisers and plant protection is highly recommended.

Transport policy

Prevention of shipping accidents is a matter of serious concern. The risk of such accidents can be reduced by means of common standards for the equipment carried on board ships. Another important issue is the safety of navigation and environment protection on water areas of harbours and routes (on Polish sea waters). Provisions concerning standards of survey works on water areas are indicated in IHO S-44. Therefore, it is necessary to verify the procedures and technical means, which are used in Poland with respect to the requirements of IHO S-44 and to further strengthen of the maritime administration.

Social policy and employment
The lack of experience in spending ESF funds among local public administration units causes significant problems for the appropriate absorption of ESF. There is a need to promote ESF-related knowledge among these institutions, especially in controlling and monitoring. Therefore, training for regional and local administration that participates in the ESF implementation should be continued. One of the most important issue is training on using IT system “SYRIUSZ” application “Finances Management” (“FM”). “SYRIUSZ” (whose one of components will be “FM”) will cover needs of public employment services and public social services, connecting them into one integrated IT system, designed for data accumulating and processing. The main aim of “FM” application will be improvement of finances control and monitoring (including ESF), and collecting various finances statistics.

Industrial policy
One of the most important privatisation objectives is to improve competitiveness of economic entities. This process practically always involves restructuring to adjust domestic entities to function on the EU market. The financial assistance that often accompanies restructuring programmes should be implemented in compliance with the Community regulations. Therefore, the Ministry of Treasury that is responsible for the privatisation process should be prepared to formulate individual state aid programmes and restructuring plans.

Telecommunications and information technologies
Currently Poland is undergoing the process of liberalization of the postal market, which will enable an easier access to the market for new entities. The area of services reserved so far to the public operator Poczta Polska is being gradually opened to other entities. The new Postal Act gives to the regulator (URTiP) some possibilities to monitor cost calculations of postal services provided by the incumbent. According to the postal law an operator providing universal postal services is obliged to maintain accounting books and cost accounting in a way enabling the cost calculations: separately for every service from the reserved services area; collectively for non-reserved services with
separation on universal postal services and services not belonging to universal postal services
category. URTiP is obliged to verify the compliance with those requirements. That is why, it is
important to arrange for employees of Postal Market Department training courses on this specific
issue – evaluation of cost accounting.

Financial control
During the accession negotiations Poland was obliged to implement the internal audit into the
public sector. Nowadays, the Ministry of Economy, Labour and Social Policy prepares to become
the Managing Authority of the Structural Funds and the Cohesion Fund. In order to protect the
financial interests of the Community, improving auditors’ qualifications is inevitable. Therefore, the
assistance for the Ministry of Economy, Labour and Social Policy to perform its role in financial
control of EU funds should be continued.

3.2 Linked activities:
PL0.01, PL0.02, PL0.03 Flexible Reserve (2001-2003) – support to the European Integration
Process such as assistance in running small or medium-sized measures including TA contracts,
twinning light contracts and specialised expertise in specific sectors.

“The EU integration multi-sector training programme” is also a continuation of the several Phare
institution building 1998-2003 projects connected with several negotiation areas: free movement of
goods, free movement of persons, agriculture, transport policy, social policy and employment,
industrial policy, telecommunications and information technologies, financial control.

3.3 Results:
For the eligible fields of activities:
1. Analysis concerning the existing and/or new laws, secondary legislation delivered, amendments,
   recommendations to legislation delivered;
2. Analysis, expertise on implementation and enforcement measures provided;
3. Specific skills of the administration for specific law enforcement obtained.

3.4 Activities:
The following 10 components have been identified so far. This list is non-exhaustive. Components
will be implemented using twinning, twinning light and technical assistance instruments.

Profile of experts (in case of twinning and twinning light):
Twinning and Twinning Light experts should have a working experience in the relevant fields for 5-
15 years, be fluent in spoken and in written English and be computer literate. The working
experience in the candidate countries is favoured.

Free movement of goods
3.4.1 Improvement of official food control performed by the State Sanitary Inspection
Applicant: Ministry of Health, State Sanitary Inspection
Objective: Strengthening of control activities performed by food safety authorities including
sampling procedures, which enable a representative sample to be obtained from a lot.
Activities to be carried out (Technical Assistance):
Practical training of min. 600 State Sanitary Inspection inspectors providing every-day sampling
including distribution of training materials.
Theoretical training of min. 350 State Sanitary Inspection inspectors and few National Institute of
Hygiene workers (eg. Director of Supervision on Food Safety Departments) in sampling
procedures.
Other necessary training for inspectors from Voivodship Sanitary-Epidemiological Stations (c.a. 30 people) in law/procedures which result from new EU regulations in the area of food safety. Training for employees from the central administration and Voivodeship level (10-25 people) and also representatives of the Food and Nutrition Institute and the National Institute of Hygiene on sampling plans. This would give the possibility to improve the sampling plan/procedures used in the State Sanitary Inspection according to EU requirements and new recommendations.

3.4.2 Medicinal products for human use
Applicant: Ministry of Health, Main Pharmaceutical Inspectorate
Objective: Strengthening administrative control over the quality of medicinal products
Activities to be carried out (Twinning - 12 months):
Adjustment of medicinal product advertising procedures.
Adjustment of pharmaceutical inspection procedures to the post-accession implementation of EU legislation on the quality and marketing control of medicinal products.
Adjustment of pharmaceutical inspection procedures in the manufacture and wholesaling of medicinal products to Community norms.
Preparation and publication (5,000 brochures, 5,000 CD-ROMs) of information material on the advertisement of medicinal products for human use based on country legislation, ETS rulings and practical solutions used in the EU Member States.
Training on control in medicinal product advertising and the post-accession introduction of EU legislation on the quality and marketing control of medicinal products – 180 persons.
Training on production and wholesaling of medicinal products – 180 persons.
Training wholesaling and retailing – 180 persons.
Training post-accession adjustment of Pharmaceutical Inspection procedures to EU norms – 180 persons.

Free movement of persons
3.4.3 Recognition of Professional Qualifications
Applicant: Ministry of National Education and Sport, Bureau for Academic Recognition and International Exchange
Objective: Strengthening of the system of Recognition of Professional Qualifications.
Activities to be carried out (Twinning light):
Seminar and workshop on general system of recognition.
Advanced training course on general system of recognition of professional qualifications.
Seminar on recognition of professional qualifications under general system: problems and challenges (new trends, case-law, possible improvement of procedures, overview of the statistics).
Seminar on recognition of professional qualifications under general system: Aptitude test and adaptation period in sport professions.
Seminar on recognition of professional qualifications under general system: Aptitude test and adaptation period in teacher professions.
participants: staff of the Bureau for Academic Recognition and International Exchange, the competent authorities and the supervising Ministries, including the Ministry of National Education and Sport (up to approximately 600 persons in total).

Agriculture
3.4.4 Institutional and organisation reinforcing of units responsible for ex-post control of expenditures from EAGGF Guarantee section for intervention activities according to CMOs regulations
Applicant: Ministry of Agriculture and Rural Development (Bureau of the Inspection of Intervention Purchasing Expenses), Agricultural and Food Quality Inspection (Anti-fraud Unit)
Objective: Strengthening administration that is responsible for ex-post control of expenditures from EAGGF Guarantee section for intervention activities according to CMOs regulations.

Activities to be carried out (Twinning light):

Expert analyses of the manual for scrutinies on control procedures under the Regulation 4045/89.

- Expert analyses of a draft application for the risk analysis and database for the Ministry of Agriculture and the Agricultural and Food Quality Inspection, including: a risk analysis for some budget-lines, a link to customs tarification, a history of finished controls, irregularities.
- Training on rules and methods of co-operation between the institutions responsible for control of expenditures from EAGGF Guarantee section.
- Training for MARD and AFQI on Regulation 4045/89 and its implementation (including training on risk analysis guidelines according to the EU and the mutual assistance system of the Member States).
- Training concerning evaluation of beneficiaries of EAGGF who will be controlled annually.
- Training on the procedures for implementation of risk analysis and preparation of the annual control plan.
- Training on the control reports and annual report.
- Verification of the prepared procedures and training on their execution.

Participants: staff of Ministry of Agriculture and Rural Development (Bureau of the Inspection of Intervention Purchasing Expenses), Agricultural and Food Quality Inspection (Anti-fraud Unit) (50 persons).

3.4.5 Administration responsible for phytosanitary and fertiliser issues

Applicant: Ministry of Agriculture and Rural Development, Main Inspectorate of Plant Health and Seed Inspection

Objective: Strengthening Administration responsible for phytosanitary and fertiliser issues

Activities to be carried out (Twinning – 12 months):

- Adjusting handbooks and manuals for control activities, including: scripts, brochures and other materials related to certain plant health control problem areas based on the necessity of implementation of the relevant Community Law.
- Seminars and workshops improving the phytosanitary knowledge on plant health supervision, in particular focused on the knowledge of the relevant Community Law.
- Training for the phytosanitary inspectors (field units) concerning plant health supervision.
- Training within institutions related to plant health control as well as organisations of potato breeders and producers of EU Member States aiming at efficient implementation of relevant Community Law and common rules in the practices of the phytosanitary service.
- Training (seminars, workshops) for the phytosanitary inspectors (field units) concerning Community Law regulations relating to potato health supervision.
- Acquaintance of entities that breed seed potatoes and produce potatoes with the phytosanitary legislation and common practical EU standards regarding the potato health requirements; dissemination of information on the relevant EU and national legislation, including provisions of the Accession Treaty, in the form of leaflets, posters and brochures, and a comprehensive training package for groups of entities in question.
- Training for MARD concerning fertilising and trade in fertilisers on the markets covered by CAP.

Training for MARD concerning procedures for assessment of fertilisers admitted to the trade on the EU market.

Training courses in the field of plant protection products: equivalence of technical material, risk management, physicochemical properties, ecotoxicology, fate and behaviour, toxicology, operator exposure, efficacy, consumer exposure and others covered by the Directive 91/414.
Transport policy
3.4.6 Market surveillance on marine equipment and adjustment of hydrographic activities carried in Poland to IHO S-44
Applicant: Ministry of Infrastructure, Maritime Offices in Gdynia, Szczecin and Slupsk
Objective: Reinforcement of maritime administration in accordance with the needs indicated in Monitoring Report of the European Commission and enhancement of safety of navigation on Polish sea waters.
Activities to be carried out (Twining light):
Expert analysis concerning methods of hydrographical surveys (acquaintance with actual condition of procedures of making surveys, analysis of technical means and operating methods with respect to IHO S-44 standards, indication of areas which need further adaptation to EU standards).
Seminar on procedures concerning conformity assessment (approx. 30 persons).
Training for staff (approx. 30 persons) of maritime offices conducting inspections of ship equipment. The training will focus on inspection procedures and elaboration of executive procedures specifying responsibilities of maritime offices and other operators of the system regarding interchange of information on tested products and their conformity. The training should include practical training on site (common inspections) of marine equipment conformity carried with Polish staff of maritime offices (approx. 20 persons).

Social policy and employment
3.4.7 Improvement of cash flow management and control of funds in the social policy and employment sector
Applicant: Ministry of Economy, Labour and Social Policy
Objective: Creation the framework for long-term training program for Ministry of Economy, Labour and Social Policy, Voivodship Labour Offices, Social Policy Departments in Voivodship Offices and Poviat Labour Offices in the scope of management and controlling cash flows from various funds. Improvement of qualifications of the administration responsible for the implementation social policy programme in the field of cash flow management and financial control.
Activities to be carried out (Technical assistance):
Preparing e-learning lessons in the field of finances’ spending and controlling.
Preparing and carrying out a training programme for instructors including exercises and lessons using e-learning platform in the scope of: 1) using and controlling of funds from ESF, 2) using and controlling funds from the labour found, 3) using and controlling funds from proper funds, 4) using SYRIUSZ application „Finance Management” as an instrument of effective management and controlling of finances.
Preparing training program based on e-learning platform for the Voivodship Labour Offices, the Voivodship Social Policy Departments and Poviat Labour Offices employees.

Industrial policy
3.4.8 State aid: formulating individual aid programmes application procedure for granting of financial assistance and formulation of restructuring plans.
Applicant: Ministry of Treasury
Objective: Expanding knowledge on the state aid regulations.
Activities to be carried out (Technical assistance):
Training: definition of state aid in the light of the Treaty; division of state aid into admissible and inadmissible – derogations resulting from the Treaty; forms and objectives of state aid according to EU methodology (with focus on restructuring aid); procedures which regulate the process of granting state aid and the method for restructuring plan construction.

Telecommunications and information technologies
3.4.9 Methods of monitoring and stimulating development of the postal market by the regulator on the basis of EU Member States experience.
Applicant: Office of Telecommunications and Post Regulation (URTiP) – Department of Postal Market
Objective: Strengthening URTiP in monitoring and stimulating development of postal market - compliance of methods used by URTiP with standards applicable in EU countries.
Activities to be carried out (Twinning light):
− Preparing a training programme and training materials
− Training and workshops on control of price level of services provided by the public operator.
− Training and workshops on cost scheme of rendering universal service.
− Training and workshops on effective impact on market players in order to achieve expected results.
Training and workshops on market research.

Financial control
3.4.10 Enhancement of the internal audit system
Applicant: Ministry of Economy, Labour and Social Policy
Objective: Improvement of financial management and internal audit system in the Ministry of Economy, Labour and Social Policy
Activities to be carried out (Technical assistance):
Preparation the training programme for internal auditors
Training on internal audit (i.e.: internal audit methodology, IT audit, auditors’ performance, internal audit in EU members)
Training preparing to CIA and CISA examinations, anti-fraud certificates
Training on financial control (i.e.: setting financial control systems within organization, financial control in management, anti-fraud activities)
Training on risk management (i.e.: risk evaluation, risk management in public sector, risk management in organizations’ management),
Training relating to accountancy (i.e.: accountancy in public sector, financial audit)
Training concerning European Union funds management and European Union procedures participants: all auditors of the Internal Audit Unit and representatives of other Departments of Ministry of Economy, Labour and Social Policy dealing with financial control (about 20 persons for each training).

3.5 Lessons learned:
Under the Interim Evaluation Report No R/PL/PAD/03/099 recommendations proposed for the PL01.01 Flexible Reserve were made which are relevant to the current project. The recommendations mentioned below have been taken into consideration while designing current project:
− Targeting and selection of projects.
− Reports on the project implementation should be produced for all projects within the programme.
The components of the project were chosen on the basis of the recommendations proposed in the Comprehensive Monitoring Report on the Poland’s preparation for membership.
The beneficiaries of the components will be obliged to produce individual reports on the components’ implementation.
The recommendations produced within the Interim Evaluation Reports relating to all topics covered by “the EU integration multi-sector training programme” were also taken into account during designing the components of this project.

4. Institutional Framework
“The EU integration multi-sector training programme” will be co-ordinated by the Committee for European Integration.

Beneficiaries of the project are the line-ministries responsible for the fields proposed in this project fiche. These are the following: Ministry of Health, State Sanitary Inspection, Main Pharmaceutical Inspectorate, Ministry of National Education and Sport, Ministry of Agriculture an Rural Development, Agricultural and Food Quality Inspection, Main Inspectorate of Plant Health and Seed Inspection, Ministry of Infrastructure, Maritime Offices in Gdynia, Szczecin and Słupsk, Ministry of Economy, Labour and Social Policy, Ministry of Treasury, Office of Telecommunications and Post Regulation (URTiP).

The beneficiaries will be responsible for the realization of individual components.

5. Detailed Budget

<table>
<thead>
<tr>
<th>Transition Facility</th>
<th>Institution</th>
<th>Total TF</th>
<th>National Cofinancing*</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Building</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Component 3.4.1 TA</td>
<td>207 400</td>
<td>207 400</td>
<td>61 000</td>
<td>268 400</td>
</tr>
<tr>
<td>Component 3.4.2 Twinning</td>
<td>500 000</td>
<td>500 000</td>
<td>50 000</td>
<td>550 000</td>
</tr>
<tr>
<td>Component 3.4.3 Twinning light</td>
<td>225 000</td>
<td>225 000</td>
<td>25 000</td>
<td>250 000</td>
</tr>
<tr>
<td>Component 3.4.4 Twinning light</td>
<td>180 000</td>
<td>180 000</td>
<td>20 000</td>
<td>200 000</td>
</tr>
<tr>
<td>Component 3.4.5 Twinning</td>
<td>800 000</td>
<td>800 000</td>
<td>200 000</td>
<td>1 000 000</td>
</tr>
<tr>
<td>Component 3.4.6 Twinning light</td>
<td>120 000</td>
<td>120 000</td>
<td>12 000</td>
<td>132 000</td>
</tr>
<tr>
<td>Component 3.4.7 TA</td>
<td>290 000</td>
<td>290 000</td>
<td></td>
<td>290 000</td>
</tr>
<tr>
<td>Component 3.4.8 TA</td>
<td>40 000</td>
<td>40 000</td>
<td></td>
<td>40 000</td>
</tr>
<tr>
<td>Component 3.4.9 Twinning light</td>
<td>162 000</td>
<td>162 000</td>
<td>18 000</td>
<td>180 000</td>
</tr>
<tr>
<td>Component 3.4.10 TA</td>
<td>122 000</td>
<td>122 000</td>
<td></td>
<td>122 000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2 646 400</strong></td>
<td><strong>2 646 400</strong></td>
<td><strong>386 000</strong></td>
<td><strong>3 032 400</strong></td>
</tr>
</tbody>
</table>

The line-ministries will provide the co-financing for each contract.
The figures in the budget table are indicative and can change between components as well as when additional proposals will be added to the project.

Co-financing will be available.

6. Implementation Arrangements

6.1 Implementing Agency

PAO: Mr. Tadeusz Kozek, Under-secretary of State, Office of the Committee for European Integration, Aleje Ujazdowskie 9, 00-918 Warsaw, phone number: +48 22 455 52 41, fax number: +48 22 455 52 43.

CFCU will be the Implementing Agency: Co-operation Fund, Central Financing and Contracting Unit, ul. Górnośląska 4a, 00-444 Warsaw, phone number: +48 22 622 84 64, fax number: +48 22 622 75 65.

CFCU will be responsible for handling tendering, contracting and payments of contracts. During the preparation of TORs and contracts it will be assisted by beneficiaries. In order to support CFCU, Task Force will be established to efficiently carry out implementation works and co-ordinate them. Its task will be to prepare TOR (technical terms) and to co-operate with CFCU on carrying out contracts.

6.2 Twinning
The twinning and twinning light projects will be implemented in the beneficiary institutions. These institutions provide a contact person / project manager to work with the experts and also necessary office space and equipment.

6.3 Non-standard aspects: n/a
6.4 Contracts
Component 3.4.1 food safety - Technical assistance 268 400 Euro – gross value (TF 170 000 Euro + 50 000 Euro Polish co-financing (joint co-financing)
Component 3.4.2 pharmaceutical - Twinning covenant 500 000 Euro + 50 000 Euro Polish co-financing
Component 3.4.3 recognition of qualification – Twinning light 225 000 Euro + 25 000 Polish co-financing Euro
Component 3.4.4 CAP control – Twinning light 180 000 Euro + 20 000 Polish co-financing
Component 3.4.5 phytosanitary & fertilisers adm. – Twinning covenant 800 000 Euro + 200 000 Euro Polish co-financing
Component 3.4.6 maritime adm. – Twinning light 120 000 Euro + 12 000 Euro Polish co-financing
Component 3.4.7 cash flaw in social policy sector – Technical assistance TF 290 000 Euro – gross value
Component 3.4.8 state aid regulations – Technical assistance TF 40 000 Euro – gross value
Component 3.4.9 postal market – Twinning light 162 000 Euro + 18 000 Euro Euro Polish co-financing
Component 3.4.10 internal audit – Technical assistance TF 122 000 Euro – gross value

7 Implementation Schedule
7.1 Start of tendering/call for proposals: I quarter 2005
7.2 Start of project activity: III quarter 2005
7.3 Project Completion: I quarter 2007

Start of project activity will be within 12 months of the signature of the Memorandum of Understanding.

8 Sustainability
The beneficiary institutions will assure suitable number of staff to implement the projects.

9 Conditionality and sequencing
All the components and contracts are independent from the implementation of each other and therefore no sequencing is foreseen.
# Annex 1: Logframe matrix

<table>
<thead>
<tr>
<th>LOGFRAME PLANNING MATRIX FOR</th>
<th>Programme name and number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project</td>
<td></td>
</tr>
<tr>
<td><strong>EU integration multi-sector training programme</strong></td>
<td>Contracting period expires IV quarter 2005  Disbursement period expires IV quarter 2007  Total budget 3 032 400  Transition Facility Budget 2 646 400 Euro</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall objective</th>
<th>Objectively Verifiable Indicators</th>
<th>Sources of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Further strengthening of the administrative capacity for the full application of the <em>acquis communautaire</em></td>
<td>Administrative capacity strengthened by the end of the project.</td>
<td>European Commission progress report  Evaluation report</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project purpose (Immediate Objectives)</th>
<th>Objectively Verifiable Indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increasing compliance of legal and institutional frameworks with the <em>acquis</em> and enhancing administrative capacity in the among others: free movement of goods, free movement of persons, agriculture, transport policy, social policy and employment, industrial policy, telecommunications and information technologies, financial control.</td>
<td>Number of personnel able to perform specific procedure in the following fields: free movement of goods, free movement of persons, agriculture, transport policy, social policy and employment, industrial policy, telecommunications and information technologies, financial control.</td>
<td>Joint Monitoring Committee minutes  Monitoring Reports  Evaluation Reports</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Results</th>
<th>Objectively Verifiable Indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>For the eligible fields of activities;  − Analysis concerning the existing and/or new laws, secondary legislation delivered, amendments, recommendations to legislation delivered;  − Analysis, expertise on implementation and enforcement measures provided;  − Specific skills of the administration for specific law enforcement obtained</td>
<td>Number of analysis concerning legislation prepared within each component by the end of the project.  Number of analysis concerning implementation and enforcement measures prepared within each component by the end of the project.  Number of people trained within each component by the end of the project.</td>
<td>Monitoring Reports  Project (each component) Reports</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
</table>
The OCEI has already identified 10 components/projects in the following areas: free movement of goods, free movement of persons, agriculture, transport policy, social policy and employment, industrial policy, telecommunications and information technologies, financial control. The list of components to be supported within the project can broaden. Expert analyses of legislation, procedures, manuals and training are envisaged within each of the above mentioned projects.

<table>
<thead>
<tr>
<th>Project (each component) Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>food safety - Technical assistance contract</td>
</tr>
<tr>
<td>pharmaceutical - Twinning covenant</td>
</tr>
<tr>
<td>recognition of qualification - Twinning light</td>
</tr>
<tr>
<td>CAP control – Twinning light</td>
</tr>
<tr>
<td>phytosanitary &amp; fertilisers adm. – Twinning covenant</td>
</tr>
<tr>
<td>maritime adm. – Twinning light</td>
</tr>
<tr>
<td>cash flow in social policy sector – Technical assistance contract</td>
</tr>
<tr>
<td>state aid regulations – Technical assistance contract</td>
</tr>
<tr>
<td>postal market – Twinning light</td>
</tr>
<tr>
<td>internal audit – Technical assistance contract</td>
</tr>
</tbody>
</table>

Most of the proposed components are the continuation of the Phare projects. Therefore, in many cases the results of the Phare projects can be conditional to the realisation of “the EU integration multi-sector training program” components.

**Preconditions**
## Annex 2-3: Implementation, contracting and disbursement schedules

EU integration multi-sector training programme

<table>
<thead>
<tr>
<th>Planning Period</th>
<th>February 2004</th>
<th>IV’04 – IV’07</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Allocation</strong></td>
<td></td>
<td>2,646,400 Euro</td>
</tr>
<tr>
<td><strong>Cost Estimate</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Implementation Schedule

<table>
<thead>
<tr>
<th>Year</th>
<th>I</th>
<th>II</th>
<th>III</th>
<th>IV</th>
<th>V</th>
<th>VI</th>
<th>VII</th>
<th>VIII</th>
<th>IX</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004</td>
<td>D</td>
<td>D</td>
<td>D/C</td>
<td>C</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>I</td>
<td>I</td>
</tr>
</tbody>
</table>

### Contracting Schedule

<table>
<thead>
<tr>
<th>Year</th>
<th>2,6464</th>
<th>2,6464</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Disbursement Schedule

<table>
<thead>
<tr>
<th>Year</th>
<th>1,5878</th>
<th>2,6464</th>
<th>2,6464</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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