1. Basic information:

1.1. CRIS number: 2004/016-829.01.07
1.2. Title: Arrangements for metrological control of digital tachographs in Poland
1.3. Sector: Transport Policy
1.4. Location: Poland, GUM in Warsaw, Regional Verification Offices throughout Poland

2. Objectives:

2.1. Overall objectives:
- improvement of road traffic safety,
- digital tachograph calibration routines and procedures adjusted to the EU regulations,
- feasibility of surveillance over digital tachograph checks in Poland.

2.2. Project purpose:
- development and strengthening of the competence and technical level of the Polish Measurement Administration in the scope of digital tachographs,
- preparation the Polish Measurement Administration to provide training on initial and periodic verifications of digital tachographs for authorized fitters and workshops, using procured equipment.

2.3. Justification:
- the project is an important part of tasks necessary for introduction of digital tachographs in Poland. In accordance with the Council Regulation No 2135/98 of 24 September 1998 vehicles put into service for the first time should be equipped with digital tachographs beginning from 1 August 2004. Taking into consideration that currently no digital tachograph has been type approved yet, this deadline cannot be met. The common expectation is that a new date for compulsory fitting of digital tachographs will be agreed between the European Commission and Member States. This date is unlikely to be before June 2005. All necessary preparatory work in Poland should be completed by this time. Capability of surveillance over authorized fitters and workshops is the main aim of this project.

3. Description:

3.1. Background and justification:

The main target of this project is to ensure that digital tachographs will be in Poland initially and periodically checked and type approved in accordance with the requirements of the Commission Regulation No 1360/2002 of 13 June 2002, which introduced technical specifications to above mentioned Council Regulation No 2135/98. Taking into account current work aiming at the revision of the Law on Measures one can expect these checks to be carried out first of all by private sector of economy. The Central Office of Measures will be an authority responsible for authorization of fitters and workshops, for delivering appropriate training and for surveillance over compliance with requirements of the regulation above. Competent and appropriately equipped staff of the Polish Measurement Administration is an essential condition for carrying out these tasks. The introduction of digital tachographs is a very complex problem. Periodic checks and type approval of digital tachographs is only one task, the others are in the
competence of the Ministry of Infrastructure, Ministry of Economy, Labour and Social Policy and Ministry of Home Affairs and Administration (road inspections, card issuing, data security, etc.).

The problem of implementation of UE legislation that concerns the requirements of digital tachographs was taken up within the Phare project PL-0003.09 – “Transport administration and acquis” which has been managed by the Ministry of Infrastructure. In the frame of this project the Central Office of Measures was beneficiary of the sub-project ”Adaptation of the Polish Measurement Administration’s laboratories to metrological control of digital tachographs”. Supervising Co-ordinating Committee consisted of representatives of Ministry of Infrastructure, the British Maritime and Coastguard Agency and Spanish Direction General de la Marina Mercante. The digital tachograph component consisted of:

- investment support: The final version of technical specification for the supply of measuring instruments and equipment for metrological control and supply of digital tachographs was accepted and the tender announcement was published on 27 July 2002. The tender opening session took place on 1 October 2002. Only one contract for M€ 0.043 (Lot 5 – software controlled vibration equipment for type approval tests) was granted and approved by EC Delegation. No offers were submitted for Lot 3 (digital tachographs), no satisfactory offers were submitted for Lot 1, 2 and 4. Due to delayed publication (5 August 2002) of the Annex IB to the Council Regulation 2135/98 it was practically impossible for any manufacturer to respond to the tender. It is expected that the first suitable equipment will appear on the market in the second half of 2004.

- institution building under the twinning covenant PL2000/IBTR01: according to the covenant the British twinning partner – Vehicle and Operator Services Agency has carried out activities 5.1 to 5.5 concerning among others assessment of current situation in Poland, study visits in UK, preparatory work for introduction of digital tachograph system is being conducted in England. In January 2004 the British partner declared that is not able to carry out the remaining activities (activities 5.6 to 5.9 which cover hands-on training on digital tachographs) within the framework of the programme due to the additional delay in digital tachograph and cards type approval procedure and consequent lack of suitable instruments on the market. However, activities performed in the first half 2003 allowed the Polish side to acquire up-to-date knowledge on how the complex task of digital tachograph system is currently being implemented in the UK. They should be helpful for handling with these problems in Poland.

Legislative and technical delays in digital tachograph introduction, which have taken place in the EU, explain why the key goals of the sub-project could not be reached. Knowledge passed up to now to the Central Office of Measures is not likely to be utilised unless other funds are allocated for the deliveries of tachograph equipment needed for practical application of experience gained.

3.2. Linked activities:
- PL-0003.09 – “Transport administration and acquis” which has been managed by the Ministry of Infrastructure. The Central Office of Measures was beneficiary of the sub-project ”Adaptation of the Polish Measurement Administration’s laboratories to metrological control of digital tachographs”. This sub-project did not finish with a success.
3.3. Results:

The Polish Measurement Administration ready to provide vocational trainings on digital tachographs calibration and to keep close surveillance over authorized fitters and workshops.

3.4. Activities:

**Investment part:**

Procurement of type approved digital tachographs and tachograph cards, measuring instruments for digital tachograph calibrations, IT equipment for data storing and supplementary equipment for type approval tests to be carried out in GUM. The equipment will be used in GUM and in 5 ÷ 9 Regional Offices of Measures during future training for staff of private entrepreneurs and in type approval procedure.

**Technical assistance:**

Hands-on vocational training for about 30 employees of the Central and Regional Offices of Measures on digital tachographs’ calibrations. The contractor provides all equipment necessary for carrying out training within the frame of the project. Assistance in working out technical specifications of equipment procured under the investment part of the project.

3.5. Lessons learned:

According to the Evaluation Report No. R/PL/TRA/02099: “the unwillingness of PL-0003.09 Twinning experts to respond to delays in the implementation of EC directives that are of direct consequence to the digital tachographs component has resulted in the loss of significant funds from the programme. This was despite the identification of this potential bottleneck by UKIE in January 2002. The impact of this programme has been significantly reduced in consequence of this lack of flexibility”.

Introduction of digital tachographs brings new technology and new challenges. Unexpected problems, delays and legislation changes should be taken into account on scheduling the project execution. There is the possibility of extensions of the planned dates.

4. Institutional Framework:

The Central Office of Measures (GUM) is an institution of the state administration responsible for implementation of the acquis communautaire to the Polish law in the field of metrology. The tasks of GUM encompass activity typical for administration as well as that of a research institute.

Project includes the Central Office of Measures (GUM) in Warsaw and 9 Regional Offices of Measures (OUM). The Central Office of Measures is responsible for overall co-ordination and supervision of the project. The project will not anticipate changes in the institutional framework. The first important task of GUM in the field of vehicle tachographs is to ensure the conformity of initial and periodic checks of tachographs being into usage with the relevant requirements of the EU regulations. The second important task is to enable Polish manufacturers to obtain type approvals for their tachographs and tachograph cards valid throughout Europe. The Central Office of Measures and nine Regional Offices will be the owners of equipment purchased under this project. The purchased equipment will be the public property.
5. Detailed Budget:

<table>
<thead>
<tr>
<th></th>
<th>Investment Support EUR</th>
<th>Institution Building EUR</th>
<th>Total Transition Facility EUR</th>
<th>National Co financing EUR</th>
<th>IFI EUR</th>
<th>TOTAL EUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract 1:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Purchase of equipment</td>
<td>150 000</td>
<td>150 000</td>
<td>50 000</td>
<td>-</td>
<td></td>
<td>200 000</td>
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<tr>
<td>Contract 2:</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Technical assistance</td>
<td>130 000</td>
<td>130 000</td>
<td>-</td>
<td>-</td>
<td></td>
<td>130 000</td>
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<tr>
<td>TOTAL</td>
<td>150 000</td>
<td>130 000</td>
<td>280 000</td>
<td>50 000</td>
<td></td>
<td>330 000</td>
</tr>
</tbody>
</table>

The project will be co-financed by the budget of the Central Office of Measures. The co-financing funds for the project implementation will be available.

6. Implementation arrangements:

6.1. Implementing Agency:

PAO: Mr Tadeusz Kozek – Under-Secretary of State at the Office of the Committee for European Integration, Al. Ujazdowskie 9, 00-918 Warszawa, Poland, phone: (+48 22) 455 52 41, fax: (+48 22) 455 52 43.
CFCU: Foundation Cooperation Fund, Mr Andrzej Jacek Janicki, Director of CFCU, ul. Górnośląska 4a, 00-444 Warszawa, Poland, phone: (+48 22) 622 88 20, fax: (+48 22) 622 75 65.
The CFCU – is the implementing agency responsible for handling tendering, contracting and payments of contracts on behalf of the Central Office of Measures. The Central Office of Measures (GUM) is a beneficiary of the project and is responsible for preparing projects and managing their technical implementation.
SPO: Ms Aneta Lato-Żuchowska, Vice-President of GUM, ul. Elektorala 2, Warszawa, Poland, phone: (+48 22) 581-93-26, fax: (+48 22) 624 25 73.

6.2. Public Procurement Law

6.3. The entire project will be implemented by means of two contracts:
- Contract 1 - purchase of equipment: 0.150 M€, + 0.0375 M€ – joint co-financing
- Contract 2 – technical assistance: 0.13 M€ TF.

7. Implementation Schedule:

7.1 Start of tendering/ call for proposal 1 quarter 2005
7.2 Start of project activity 1 quarter 2005
7.3 Project Completion 3 quarter 2005

8. Sustainability:
At present the Polish Measurement Administration carries out calibrations of analog tachographs throughout the country and has at its disposal experienced staff, which can be engaged in tasks of the project. The costs associated with maintenance of the equipment supplied under this project will be covered by the Central Office of Measures’ budget.

9. **Conditionality and sequencing:**

Implementation of the project requires:

- publication of the amended Law on Measures and the issue of executive act – Regulation of the Ministry of Economy, Labour and Social Policy on requirements which should be met by entrepreneurs authorized to digital tachograph repairing, installing and checking,
- practical implementation of issuing of tachograph cards in accordance with the provisions of the Council Regulation No 2135/98; This task is in competence of the Ministry of Infrastructure.

The work above should be completed by the new deadline, 5 August 2005, of mandatory fitting of digital tachographs to new vehicles.

**ANNEXES TO PROJECT FICHE**

1. Logical framework matrix
2. Detailed implementation chart
3. Contracting and disbursement schedule
## Annex 1: Logframe planning matrix for programme

<table>
<thead>
<tr>
<th>LOGFRAME PLANNING MATRIX FOR PROGRAMME</th>
<th>Arrangements for metrological control of digital tachographs in Poland</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project</strong></td>
<td>Contracting period expires 31 March 2006</td>
</tr>
<tr>
<td>Arrangements for metrological control of digital tachographs in Poland</td>
<td>Disbursement period expires 1 July 2007</td>
</tr>
<tr>
<td></td>
<td>Total budget [EUR] 317 500</td>
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<td>Transition Facility Budget [EUR] 280 000</td>
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</table>

### Overall objective
- **Objective:** Digital tachographs calibration routines and procedures adjusted to the EU regulations. Improvement of road traffic safety. Feasibility of surveillance over authorized fitters and workshops.
- **Indicators:** Requirements concerning digital tachographs calibration in line with relevant requirements in other Member States.
- **Sources of Verification:** Future regulation of the Ministry of Economy, Labour and Social Policy on requirements which should be met by entrepreneurs authorized to digital tachographs repairing, installing and checking. Data from the Polish Measurement Administration.

### Project purpose (Immediate Objectives)
- **Objective:** Development and strengthening of the competence and the technical level of the Polish Measurement Administration in the field of digital tachographs.
- **Indicators:** Number of staff prepared to provide training and supervise the work of authorized fitters and workshops.
- **Sources of Verification:** Data from the Central and Regional Offices of Measures.
- **Assumptions:** The new deadline of digital tachographs should be met without any further delays.

### Results
- **Objective:** The Polish Measurement Administration ready to provide vocational trainings on digital tachographs calibration and to keep close surveillance over authorized fitters and workshops.
- **Indicators:** Delivery of contracted equipment. Completion of trainings according to the technical assistance contract.
- **Sources of Verification:** Reports on the programme execution.
- **Assumptions:** The system of tachograph cards issuing in Poland should become operative before the date of mandatory fitting of digital tachographs to the new vehicles.

### Activities
- **Objective:** Procurement of equipment necessary for hands-on vocational training and supplementary equipment necessary for type approval tests. Hands-on vocational training for about 25 employees of the Central and Regional Offices of measures.
- **Indicators:** The contract for supplies of necessary equipment signed up. The contract covering all necessary training and technical assistance.
- **Sources of Verification:** The amended Law on Measures should be adopted and further executive regulation. Adoption of a new deadlines of digital tachographs introduction. Availability of co-financing funds should be confirmed.

### Preconditions
- **Sources:** Type approved digital tachographs, cards and instruments for calibration available on the market.
### Arrangements for metrological control of digital tachographs in Poland

<table>
<thead>
<tr>
<th>Programme Name</th>
<th>Arrangements for metrological control of digital tachographs in Poland</th>
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<tbody>
<tr>
<td><strong>PLANOWANE (PLANNED)</strong></td>
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<td>II’04</td>
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<td>(1) D</td>
<td>(2) D</td>
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</table>

**Implementation schedule**
- (harmonogram realizacji)

**Contracting schedule**
- (harmonogram kontraktowania) * 0,28

**Disbursement schedule**
- (harmonogram wydatkowania) *

**Legenda:**
- D = przygotowanie pod-projektów (design of sub-projects)
- C = przetargi i kontraktowanie (tendering and contracting)
- I = realizacja kontraktów i płatności (contract implementation and payment)
- * podać kwoty w mln EURO narastająco

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* delivery of contracted equipment (at the beginning of III-rd quarter)