1. **Basic Information**
   1.1 CRIS Number: 2004/016-829.04.01  Twinning No: PL2004/IB/AG/03
   1.2 Title: Strengthening 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 efficient and appropriate implementation of the EU veterinary law after Poland’s accession to the EU.
   - Assurance of more efficient veterinary control over functioning of the Internal Market.
   - Assurance of efficient human resources management and optimal use of knowledge in the Veterinary Inspection as an organisation.

   2.2 Project purpose:
   - Strengthening of the Polish veterinary administration by improving the ability of the Polish veterinary officers to apply the EU veterinary law.
   - Gaining more professional qualifications by the Polish veterinary officers in order to establish better control over functioning of the Internal Market.
   - Improvement of the methods of work of the Veterinary Inspection (particularly at the district level) and strengthening its effectiveness.
   - Assurance of knowledge and skills transfer, necessary for efficient functioning of the Polish veterinary service within the framework of the European Community, focused on the operational level (districts).
   - Delivering of instrumentation for quality management and knowledge management as condition for efficient functioning of the Veterinary Inspection as an organisation.

   2.3 Justification:
   The state of adjustment of the Polish veterinary service to the functioning in the conditions of the Internal Market is described in Chapter 7 “Agriculture” of the Comprehensive monitoring report on Poland’s preparation for membership.
   The need of the further strengthening of the administrative capacity of the Polish veterinary administration as well as the necessity of the implementation of several harmonised law regulations are underlined in the report mentioned above.

   Particular efforts are needed to improve the veterinary control system in the internal market and to strengthen the administrative structures for controls at the site of origin and non-discriminatory spot checks during transport and at destination.
   The new legislation on trade in live animals and animal products as well as on animal welfare need to be implemented.

3. **Description**
3.1 Background and justification:
Six basic veterinary acts (Act on veterinary border control, Act on veterinary control of intra-Community trade, Act on animal health and infectious diseases control, Act on veterinary requirements for food of animal origin, Act on Veterinary Inspection as well as Act on Animal Welfare) and several executive regulations as well as EU law shall come into force at the day of Poland’s accession to the EU. Some settlements included in these acts are new in the Polish veterinary legislation. Thus, to implement them effectively, it is necessary to perform training for veterinary officers, particularly employed at the lowest administrative level.

The present project is a direct continuation of the Phare project PL2003/004-379/04.01 – Strengthening veterinary administration. During the implementation of the project PL2003/004-379/04.01, some further training needs of the Polish veterinary administration will be defined in a detailed way, which will allow to dedicate particular training courses to the specific target groups.

Within the framework of this 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 improve functioning of the Veterinary Inspection in conditions of the Internal Market and implementation of rules and standards being used by veterinary services in the Member States.

Additionally, it is planned to include some lecturers of the Faculties of Veterinary Medicine in the target group of the training courses. Then, knowledge and training materials will be passed to veterinary students which will allow for better education and awareness of EU and Polish veterinary law of the future veterinary surgeons and officers.

It is necessary to adapt the system of human resource management in the Veterinary Inspection to the standards of the EU. There is also the need for raising the efficiency of use of IT-tools for better functioning of the veterinary service.

3.2 Linked activities:
• Laboratory equipment for diagnosis of list A diseases. Some small investment in the National Veterinary Research Institute has been made. The Multi-Country Programme (MCVP) has initiated the process.
• Residue monitoring programme. Some investment has been made under Phare 95 programme. PL9506.01.05 – Modernisation of the veterinary system of chemical and biological residues in animal tissues and foodstuffs of animal origin. Purchase of laboratory equipment.
• Local laboratories for milk and diary products: Project Phare PL95060118 – 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 Euro. The national reference laboratory at the central level has been established under the project.
• MCVP – Multi-Country Veterinary Programme. The programme has provided a model of contingency plan and a list of equipment for animal infectious diseases eradication.
• Phare Project PL9805.02 – Reform and strengthening of veterinary administration. Twinning project implemented in co-operation with France and Germany. The project was aimed at the following objectives: training of the Polish veterinary administration (Animal Health, Animal Welfare, Public Health, Border Inspection...
Control, Drugs, Residues, Rendering, Laboratories), harmonisation of the veterinary legislation, purchase of IT equipment for the Veterinary Inspection.

- Phare project PL9906.02 – **Veterinary administration at future external borders.** Twinning project implemented in co-operation with Germany and France. 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. Investment component of the project, financed from the Phare funds, has not been executed.

- Phare project PL0006.04 – **Veterinary system for laboratories and disease control.** The project was aimed at strengthening of the system of animal infectious diseases eradication as well as development of the Polish veterinary diagnostic laboratories. The veterinary crisis management centres at all administrative levels have been equipped within the framework of the project. Contingency plans for 8 infectious animal diseases have been elaborated. Purchase of laboratory equipment for the National Veterinary Research Institute and the regional veterinary diagnostic laboratories has been executed. Veterinary officers and laboratory staff participated in training courses, workshops, simulation exercises and study visits concerning animal diseases control and laboratory diagnosis.

- Phare project PL0006.05 – **Border Inspection Posts, phase II.** Twinning project implemented in co-operation with Germany and France. It was a continuation of the project PL9906.02. This project was 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.

- Phare project PL0104.05 – **Animal feeding stuff control system.** This is a twinning project implemented in co-operation with Italy and Denmark. It is aimed at strengthening of the Polish system of control over feeding stuff. Training of veterinary officers and laboratory staff as well as the purchase of laboratory equipment are planned within the project.

- Phare project PL2002/000-580.04.01 – **TSE control on Poland.** This is a twinning light project. The project is aimed at following objectives: training for veterinary officers and laboratory staff regarding TSE diagnosis, purchase of TSE diagnostic tests, purchase of laboratory equipment for TSE diagnosis.

- Phare project PL2003/005-710.04.03 - **TSE control on Poland, phase II.** The project will be a continuation of the project PL2002/000-580.04.01 – **TSE control on Poland.**

- Phare project PL2003/004-379/04.01 – **Strengthening veterinary administration.** The project will be aimed at the following objectives: creation of the computer system processing and collecting laboratory data, purchase of IT equipment for laboratories, training for veterinary service.

### 3.3 Results:

- Improvement of the institutional capacity of the Polish veterinary administration;
- Improving the ability of the Polish veterinary officers to implement EU and Polish law acts;
- Gaining more professional qualifications in order to establish better control over functioning of the Internal Market by the Polish veterinary officers;
• Adoption of technical and institutional standards as the basis for efficient task implementation by the Polish veterinary service.

3.4 Activities:
Further support of veterinary administration will be assured within the present proposal. The project will be implemented in the framework of twinning and TA contract. The employees of the veterinary administration should be trained in order to properly implement EU law and enhance the control abilities over functioning on the Internal Market. Therefore, training and consultancy service for the Polish veterinary administration regarding matters not included or not developed satisfactorily in the former Phare projects addressed to the Polish veterinary administration will be assured. It is also planned to develop the co-operation with research institutions and elaborate some elements of veterinary training programme. Hence the representatives of the universities and research institutes will be invited to the co-operation with the EU experts and will take part in training.

Contract 1: Activities of Technical Assistance (Training)
- assistance in the field of human resource management and knowledge management in the Veterinary Inspection;
- interdisciplinary training for efficient implementation of common rules in the daily practice of the veterinary service;
- improving of specific veterinary knowledge, knowledge of Community Law and practical skills for their application;
- assurance of quality management in the Veterinary Inspection;
- preparing training programmes;
- devising of handbooks and manuals for further training in Veterinary Inspection, based on case studies in the area of the implementation of the Community Law in its different aspects.

Contract 2: Activities of twinning
The Resident Twinning Adviser (RTA) will be responsible for:
- assistance in the process of further implementation of EU veterinary law;
- assistance in the process of improvement of veterinary control over establishments and other entities supervised by the Veterinary Inspection;
- analysing and preparing solutions to improve work organisation of the veterinary services;
- elaboration of some elements of veterinary training programme in the co-operation with universities and research institutes (the National Veterinary Research Institute, the Faculties of Veterinary Medicine);
- preparing handbooks and manuals for veterinary officers and laboratory staff;
- training, simulation exercises, lectures;
- harmonising work of medium and short – term experts;
- assisting in activities concerning the project;
- organisation of the Project Steering Committee.

Short- and medium-term experts (in collaboration with RTA):
- assistance in the process of further implementation of EU veterinary law (especially in the following fields: HACCP, monitoring of residues, veterinary border control, veterinary aspects of food safety, computer systems used by veterinary service, diagnostic laboratories, sampling and analysis, Animal Identification and Registration System zoonoses, EU funds for veterinary service, etc.).
- training, simulation exercises, workshops, seminars.
The proper RTA profile should include long-term strategic and operational experience in work at administration involved in implementation of relevant EU regulations. He/She should have academic degree in veterinary medicine, at least 8-year experience in veterinary administration in the EU Member State. He/She should possess a good knowledge and experience in implementation of EU veterinary regulations. He/She should be fluent in English and have excellent interpersonal skills. The RTA secondment will be for 14 months.

The short and medium-term experts should be specialists in particular veterinary fields and should be able to demonstrate a professional background in implementation of EU veterinary law. The short and medium-term experts should possess specific knowledge and expertise in the following areas: HACCP, monitoring of residues, veterinary border control, veterinary aspects of food safety, computer systems used by veterinary service, diagnostic laboratories, sampling and analysis, Animal Identification and Registration System, zoonoses, EU funds for veterinary service and other veterinary issues to be agreed during the process of elaboration of the twinning Contract.

The Veterinary Inspection (particularly district level staff), the Ministry of Agriculture and Rural Development, the National Veterinary Research Institute and lecturers of the Faculties of the Veterinary Medicine (only within Twinning) will constitute target groups for the assistance provided in the framework of the present project.

The present project is a direct continuation of the Phare project 2003/004-379/04.01 – *Strengthening veterinary administration*. The scope of activities proposed under the present project will be modified and developed according to the output of the Phare project mentioned above. Implementation of both projects will be co-ordinated in order to avoid overlapping of activities.

Starting date of the project implementation is 2006. The subjects proposed above are valid during programming period and can be modified in the future depending on the future needs. Thus, subjects of TA are presented in a general way and will be further developed in future according to the up-dated needs. Detailed scope of twinning activities will be specified and agreed in co-operation with a twinning partner.

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 the EU projects’ programming and implementation, have knowledge of the procedures and are aware of the needs of the Polish veterinary administration.

Under the Interim Evaluation Report No R/PL/AGR/03.101 recommendations were made which are relevant to the current project. The recommendations mentioned below have been taken into consideration while designing current project:

1. Quality of programming, and programme design, is reduced by the excessive time lag between preparation of Project Fiches and subsequent implementation. Projects realisation is impaired by the long time gap between programme preparation and implementation.

2. All projects covered by the Report contain substantial investments in provision of equipment and training of Polish experts. Training of staff must be continued, and experts
must be encouraged to remain in the sector through provision of adequate financial packages and motivating working conditions.

4. **Institutional Framework**

4.1. The project will be implemented and supervised by the Ministry of Agriculture and Rural Development in co-operation with the General Veterinary Inspectorate. The beneficiary institutions will be mainly the District Veterinary Inspectorates, as well as the General Veterinary Inspectorate, the Province Veterinary Inspectorates, the Border Veterinary Inspectorates and the National Veterinary Research Institute (NVRI) in Pulawy. Veterinary service at all administrative levels (particularly the district and border level), staff of the National Veterinary Research Institute will also be target groups of the training provided in the framework of the project.

4.2. The results of the project will not influence institutional framework.

5. **Detailed Budget**

<table>
<thead>
<tr>
<th>Institution Building</th>
<th>Total TF (e+IB)</th>
<th>National Co-financing</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract 1 TA</strong></td>
<td>400 000</td>
<td>0</td>
<td>400 000</td>
</tr>
<tr>
<td><strong>Contract 2 Twinning</strong></td>
<td>800 000</td>
<td>400 000</td>
<td>1 200 000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1 200 000</td>
<td>1 200 000</td>
<td>1 600 000</td>
</tr>
</tbody>
</table>

The Polish authorities have assured that the co-financing will be available.

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 Warszawa; phone +48 (22) 455-52-41.

CFCU: Foundation Co-operation Fund, CFCU Director, ul. Górnośląska 4a, 00-444 Warszawa; phone: +48 (22) 622-84-64, fax: +48 (22) 622-95-69.

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

The project beneficiaries will be: MARD, General Veterinary Inspectorate and other above mentioned institutions.

The main workplace of the RTA will be Ministry of Agriculture and Rural Development.

Contact person:
Magdalena Saniewska,
Ministry of Agriculture and Rural Development
ul. Wspólna 30, 00-930 Warszawa
phone +48 (22) 623 10 51
fax +48 (22) 621 44 42
e-mail: m.saniewska@minrol.gov.pl

6.3 Non-standard aspects N/A

6.4 Contracts

Contract 1: Technical assistance in the field of human resource management and knowledge management in the Veterinary Inspection. Total budget: 400 000 Euro – gross value.
Contract 2: Twinning Contract 800 000 Euro, parallel co-financing 400 000 Euro.

7. **Implementation Schedule**

7.1 Start of tendering/call for proposals
II’2005

7.2 Start of project activities
I’2006

7.3 Project Completion
IV’2006 – TA
II’2007 – Twinning

8. **Sustainability**

The Ministry of Agriculture and Rural Development and all institutions which benefit from the project have foreseen adequate staff and financial resources to maintain administrative function.

9. **Conditionalities and sequencing**

9.1 Conditionalities:
- Start of the Phare project 2003/004-379/04.01;
- Co-financing available;
- Current training needs of Veterinary Inspection defined;
- Tender dossier for Contract 1 elaborated.
- Competent twinning partner selected.

9.2 Sequencing:
- Terms of Reference for Contract 1 elaborated – I q. 2005;
- Tender procedure performed successfully - IV q. 2005;
- Selection of the twinning partner – II q. 2005;
- Twinning Contract elaborated – IV q. 2005;
**Annex 1: Logframe planning matrix**

**LOGFRAME PLANNING MATRIX**

<table>
<thead>
<tr>
<th>Programme name and number</th>
<th>Contracting period expires</th>
<th>Disbursement period expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strengthening veterinary administration</td>
<td>2006</td>
<td>2007</td>
</tr>
<tr>
<td>Total budget</td>
<td>1.6 mln Euro</td>
<td>Transition Facility Budget 1.2 mln Euro</td>
</tr>
</tbody>
</table>

**Overall objectives**

- Improvement of the institutional efficiency and strengthening of the Polish veterinary administration.
- Assurance of efficient and appropriate implementation of the Polish and EU veterinary law after Poland’s accession to the EU.
- Assurance of more efficient veterinary control over functioning of the Internal Market.
- Assurance of efficient human resources management and optimal use of knowledge in the Veterinary Inspection as an organisation.

**Objectively Verifiable Indicators**

- Achievement of organisation and quality of veterinary administration in accordance with the EU standards by the end of the project;
- Achievement of effective functioning of the Veterinary Inspection in conditions of Common Market by the end of the project;
- Efficient human resources management and optimal use of knowledge in the Veterinary Inspection as an organisation by the end of the project.

**Sources of Verification**

- Reports and documents of MARD, the Office of the Committee for European Integration in Poland as well as EC veterinary authorities.

**Project purpose (Immediate Objectives)**

- Strengthening of the Polish veterinary administration by improving the ability of the veterinary officers to apply the EU veterinary law.
- Gaining more professional qualifications by the Polish veterinary officers in order to establish better control over functioning of the Internal Market.
- Improvement of the methods of work of the Veterinary Inspection (particularly at the district level) and strengthening its effectiveness.
- Assurance of knowledge and skills transfer, necessary for efficient functioning of the Polish veterinary service within the framework of the European Community, focused on the operational level (districts).
- Delivering of instrumentation for quality management and knowledge management as condition for efficient functioning of the Veterinary Inspection as an organisation.

**Objectively Verifiable Indicators**

- Institutional capacity of the Polish veterinary administration build up by the end of the project;
- Achievement of competency of the Polish veterinary officers to implement EU regulations by the end of the project.

**Sources of Verification**

- Project progress reports, reports on special investigative research, project evaluation reports (intermediate and final).
- EC veterinary authorities reports and regulations.

**Assumptions**

- 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.
- Improvement of the institutional capacity of the Polish veterinary administration;
- Improving the ability of the Polish veterinary officers to implement EU and Polish law acts;
- Gaining more professional qualifications in order to establish better control over functioning of the Internal Market by the Polish veterinary officers;
- Adoption of technical and institutional standards as the basis for efficient task implementation by the Polish veterinary service.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Objectively Verifiable Indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>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; Number of instructions and manuals elaborated and distributed.</td>
<td>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.</td>
<td>A: National co-financing available for the Project; A: Implementation according to the initial time schedule; A: Implementation of patterns from the EU Member States and their adjustment to the Polish needs; A: Harmonisation of the national models with the EU ones; A: Continuation of work of trained personnel in Veterinary Inspection Service structures; R: Not adequate time is given to personnel for attending training activities; R: High job fluctuation among Veterinary Inspection Service staff.</td>
<td></td>
</tr>
</tbody>
</table>
### Contract 1: Activities of Technical Assistance (Training)
- assistance in the field of human resource management and knowledge management in the Veterinary Inspection
- interdisciplinary training for efficient implementation of common rules in the daily practice of the veterinary service
- improving of specific veterinary knowledge, knowledge of Community Law and practical skills for their application
- assurance of quality management in veterinary inspection
- preparing training programmes
- devising of handbooks and manuals for further training in Veterinary Inspection, based on case studies in the area of the implementation of the Community Law in its different aspects.

### Contract 2: Activities of twinning
The Resident Twinning Adviser (RTA) will be responsible for:
- assistance in the process of further implementation of EU veterinary law;
- assistance in the process of improvement of veterinary control over establishments and other entities supervised by the Veterinary Inspection;
- analysing and preparing solutions to improve work organisation of the veterinary services;
- elaboration in the co-operation with universities and research institutes some elements of veterinary training programme (National Veterinary, Research Institute, the Faculties of Veterinary Medicine);
- preparing handbooks and manuals for veterinary officers and laboratory staff;
- training, simulation exercises, lectures;
- harmonising work of medium and short – term experts;
- assisting in activities concerning project;
- organisation of the Project Steering Committee.

### Short- and medium-term experts (in collaboration with RTA):
assistance in the process of further implementation of EU veterinary law (especially in the following fields: HACCP, monitoring of residues, veterinary border control, veterinary aspects of food safety, computer systems used by veterinary service, diagnostic laboratories, sampling and analysis, Animal Identification and Registration System zoonoses, EU funds for veterinary service, etc.), training, simulation exercises, workshops, seminars.

### Preconditions
- Start of the Phare project 2003/004-379/04.01;
- Co-financing available;
- Current training needs of Veterinary Inspection defined;
- Tender dossier for Contract 1 elaborated.

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### 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).

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**Strengthening veterinary administration**
<table>
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<th>Date of Drafting</th>
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### Annex 2-3: Implementation, contracting and disbursement schedules

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