Support to SMEs for the implementation of the New and Global Approach Directives

1. **Basic Information**
   1.1 CRIS Number: 2005/017-488.02.02
   
   Twinning No.: PL2005/IB/EC/01
   
   1.2 Title: Support to SMEs for the implementation of the New and Global Approach Directives.
   1.3 Sector: Internal Market
   1.4 Location: Poland

2. **Objectives**

   2.1 **Overall Objective(s):**
   - To complete the effective implementation of *acquis communautaire* in the free movement of goods by supporting the development of SMEs
   - To contribute to the developing of the Polish enterprise in order to facilitate the integration of the small and medium-sized enterprises in the new market-based environment as far as the conformity assessment of the products and their placing on the market are concerned.

   2.2 **Project purpose:**

   This project will help the Department of Enterprise of Ministry of Economy and Labour and Polish Agency for Enterprise Development in broadening and strengthening the knowledge of EU certification and support the diffusion of information on European Directives for SMEs, regarding mainly CE marking, associated market surveillance procedures, implementation of the New Approach and Global Directives, the environmental aspects.

   2.3 **Justification**

   - Comprehensive monitoring report on Poland’s preparations for membership (November 2003)
   - The above-cited objectives are in compliance with priorities defined in the Comprehensive Monitoring Report on Poland’s preparations for membership of November 2003:

   The Chapter 1: “Free movement of goods” recalls the principle of the free movement of goods implies, which is that products must be traded freely from one part of the Union to another. In a number of sectors, this general principle is supplemented with a harmonized regulatory framework, following the “old approach” (imposing precise product specifications) or the “new approach” (imposing general product requirements). Efficient administrative capacity to apply horizontal and procedural measures in areas such as standardisation, certification and market surveillance is the first priority. Poland has transposed the majority of the sectoral legislation under the new approach but still missing or not yet fully aligned legislation relates to radio and telecommunications terminal equipment and some other areas. The second priority is now to support SMEs for the European Directives application.
The Chapter 16: “Small and medium-sized enterprises” states that SME Policy aims to improve the formulation and co-ordination of enterprise policy across the internal market with a view to supporting the development of SMEs. The project will also help the Polish small and medium sized enterprises to apply the new European legislation, to facilitate the appropriation of the best practices and to contribute to increase the competitiveness within the internal market.

3. Description

3.1 Background and justification:

- 1. Phare Programming 1999: Project PL9905.01: Certification and Standards
- 2. Phare Programming 2000: Project PL0004.02 : Certification Phase II
- 3. Phare Programming 2001: Project PL0102.01: Certification and Standards Phase III

All these projects were dedicated to the harmonization of the legislation within the conformity assessment area and the approximation of the Polish conformity assessment system to the European one. They efficiently contributed to the transposition of the relevant sectoral legislation under the new approach and to the upgrading of a substantial part of the Polish conformity assessment system. The horizontal and procedural measures for the administration in the new approach sector are also in place.

As the next step in this transition phase, two priorities were identified:

- assistance and training to the Department of Enterprise of Ministry of Economy and Labour for support of the Polish SME as far as the European Directives application is concerned.
- assistance to selected units of the Polish Agency for Enterprise Development

The Polish small and medium enterprises have quite consistent lacks on information and competence for applying the new European legislation. They need to be supported by the dissemination of the information and organization of the workshops with the very practical approach concerning the application of the European Directives and CE marking as far as the conformity assessment and the placing of the products on the common market are concerned.

Existing regional structures (“relay structures”) need to strengthen their ability to efficient diffusion of the information about the application of the harmonized legislation.

Rising SMEs awareness about the need for the implementation of New and Global Approach Directives and CE Marking through organization of the information campaign in mass media.

The support to Polish SMEs for proper application of the recently harmonized legislation within the conformity assessment area will also contribute to improve their functioning and their competitiveness in the new business environment.

The staff of Department of Enterprise of Ministry of Economy and Labour and selected units of Polish Agency for Enterprise Development have to broad the knowledge of New and Global Approach Directives and CE Marking.

See Annex 4 for list of selected directives.

3.2 Linked activities:
Since 1999, three twinning projects were carried out by the Department of Industrial Policy in the Ministry of Economy and Labour:

- Phare Programming 1999: Project PL9905.01: Certification and Standards, including Twinning component PL99/IB/EC/01: "Structures and systems for certification and standardization on EU Single market"
- Phare Programming 2000: Project PL0004.02: Certification Phase II including Twinning component PL2000/IB/EC/02: "Structure and systems for certification and standardization of the EU Single Market"
- Phare Programming 2001: Project PL0102.01: Certification and Standards Phase III, including Twinning component PL/2001/IB/EC/03: "Conformity Assessment, Accreditation and Standardization Strengthening"

All the above-mentioned projects, carried out by the Department of Industrial Policy in the Ministry of Economy and Labour, had as objective to strengthen the implementation of the structures for standardization, metrology, accreditation, conformity assessment and market surveillance. These twinning projects also helped to accelerate the procedure of the transposition of the selected new approach directives and to prepare selected conformity assessment bodies to act as the future notified bodies. Consequently, the global framework of the conformity assessment in Poland was settled on May 1st, 2004. Nevertheless, due to the new area of competence of the system, it is necessary within the present transition phase to support all stakeholders, and more particularly the SMEs, in the proper comprehension and application of the European rules, as far as the conformity assessment and their placing on the market are concerned.

3.3 Results:

COMPONENT 1: Strengthening of the Administrative capacities

- Task 1: Polish administration supported by strengthening the knowledge on European Directives application
  - About 40 employees of Department of Enterprise and Department of Industrial Policy of Ministry of Economy and Labour, and about 40 employees of Polish Agency for Enterprise Development trained to disseminate information to the SMEs concerning the application of the European Directives.

- Task 2: SMEs supported by strengthening the knowledge of the KSU members on European Directives application
  - The know-how concerning the European Directives from the other Member States transferred and implemented in the Ministry, PAED and the KSU.
  - Technical assistance delivered to the KSU staff.
  - About 250 KSU members trained to disseminate the information on European Directives application and to assure the role of “relay structures” between the authorities (Ministry of Economy and Labour) and SMEs’ representatives.

COMPONENT 2: Support to the SMEs for the implementation of the New and global Approach Directives

- Task 1: Workshops and training seminars organized
  - Workshops or seminars for the KSU and PAED and for the Ministry of Economy
and Labour in Warsaw and outside Warsaw organized with participation of about 15-30 KSU members each.

- National workshops and seminars for the staff and trainers of the KSU, the PAED, the Ministry of Economy and Labour with participation of representatives of SMEs organizations organised and trainers and staff trained for the preparation of technical files and CE marking (within 12 – 14 Directives selected).
- About 6 seminars (4 of them outside Warsaw) to grow SMEs awareness of European Ecolabel organized.

- **Task 2: Practical exercises of Conformity Assessment and Conformity Declaration in the selected pilot SMEs conducted**
  - Practical on site application of Conformity Assessment realized.

- **COMPONENT 3: Communications activities dedicated to the dissemination of the information on the European Directives application conducted**
  - Information documents (leaflets, brochures) designed, printed and disseminated to all stakeholders concerned by the implementation of the new European legislation (12 – 14 Directives selected).
  - Web pages dedicated to the practical information related to the conformity assessment declaration created within the web site of Ministry of Economy and Labour.
  - Information campaign in mass media on New and Global Approach Directives and CE Marking realized.

### 3.4 Activities:

The activities described below are proposed by implementing a Twinning Project having duration of 24 months.

The project will be entirely implemented under one single Twinning contract lasting 24 months for a total budget of 1,53 MEUR.

One RTA will be mobilised for that period, the other experts will perform short and medium term assignments.

- **COMPONENT 1: Strengthening of the Administrative capacities**
  - Involved beneficiaries:
    - Ministry of Economy and Labour:
      - Department of Enterprise
      - Department of Industrial Policy
  - Polish Agency for Enterprise Development
  - The National SME Services Network (KSU) and PAED as coordinator of KSU activities
  - Selected notified bodies

- **Task 1: Support to the Polish administration by strengthening the knowledge on European Directives application**
  - Detailed activities:
  - 1° Advice activities, trainings, ad hoc expertises, exchanges and sharing of the experience with other member States Administrations via study tours and other related activities concerning the classification of products according to directives, New and Global Approach Directives, CE Mark Directives, standards and harmonization,
consequences for SMEs, CE Marking and product liability, related regulations and quality systems, conformity assessment procedures etc.) (with participation of short or medium-term experts).

- **Task 2: Support to the SMEs by strengthening the knowledge of the KSU members on European Directives application**
  - Detailed activities:
  - 1° Transfer of the know-how from the other Member States concerning the advising to the SMEs in the field of the European Directives application and new technical rules, CE marking, etc.
  - 2° Training of the members of the KSU (within 12 – 14 selected directives) for the advising to SMEs within its daily SME support activities (with participation of short or medium-term experts).
  - 3° Technical assistance to strengthening of the KSU members ability to updating of the information on NA Directives and standards (use of internet, CD-ROM, PKN’s subscriptions…)

- Estimated budget Component 1: 300 000 €

- **COMPONENT 2: Support to the SMEs for the implementation of the New and global Approach Directives**
  - Involved beneficiaries:
    - Ministry of Economy and Labour:
      - Department of Enterprise
    - The National SME Services Network (KSU) and PAED as coordinator of KSU activities
    - Representatives of the SMEs organizations (covering 12 – 14 Directives by branch of industry)
      - with association of:
    - Selected notified bodies

- **Task 1: Organization of the workshops and training seminars**
  - Detailed activities:
    - 1° Organization of the workshops for the staff and trainers of the KSU and the PAED (in every Polish voivodship and 1-2 in Warsaw) and for the Ministry of Economy and Labour (2-3 workshops) dedicated to the practical application of the European Directives (study cases, practical exercises for how to compile technical files for conformity assessment and CE marking, CE marking procedures, European trends in harmonization and CE marking…) - with participation of short or medium-term experts. Also with participation of representatives of SMEs organizations.
    - 2° Organization of about 6 seminars (4 of them outside Warsaw) to grow SMEs awareness of European Ecolabel (with participation of short-term or medium-term experts).

- **Task 2: Practical exercises of Conformity Assessment and Conformity Declaration in the selected pilot SMEs**
  - Detailed activities:
    - 1° Practical on site application by the KSU members and Polish enterprises organizations representatives of Conformity Assessment principles in selected area
Support to the SMEs for the implementation of the New and Global Approach Directives.

(Warsaw and 12-16 voivodships). Participation of Ministry’s and the PAED staff included.
- conformity analysis of the product
- elaboration of the technical files
- issuing of declaration of conformity

☐ Estimated budget Component 2: 380 000 €

COMPONENT 3: Communications activities dedicated to the dissemination of the information on the European Directives application

☐ Involved beneficiaries:
☐ Ministry of Economy and Labour:
  - Department of Enterprise
☐ Polish Agency for Enterprise Development
☐ The National SME Services Network (KSU) and PAED as coordinator of KSU activities

Detailed activities:
☐ Preparation and printing of informative brochures for every selected Directive (12 – 14 Directives (with participation of short or medium-term experts).
☐ Design and implementation of website pages dedicated to the practical application by SMEs of the selected Directives (with participation of short or medium-term experts).
☐ Information campaign in mass media on CE Marking and New and Global Approach Directives.
☐ Other appropriate communication activities in order to help Polish SMEs in the application of the new technical rules as far as the Conformity Assessment and placing of the products on the market are concerned (with participation of short or medium-term experts).

Short or medium-term experts will be engaged in the preparation of informative brochures and leaflets. Printing of brochures will be delegated to the commercial sector. The proper contract within Twinning will be prepared and signed. That matter will be adjusted when signing the Twinning agreement with EU partner.

☐ Estimated budget Component 3: 530 000 €

The short and/or medium-term experts will be supported by RTA (Resident Twinning Adviser), who throughout his involvement during 24 months will coordinate the overall project.

☐ Estimated budget RTA involvement during 24 months: 320 000 €

☐ RTA will be located at the Polish Agency for Enterprise Development. The office room will be properly equipped with all necessary equipment as computer with internet connection et e-mail address, phone, fax, copy machine, etc.
☐ He/her task will consist in assuring the follow-up of actions undertaken within the project and guiding adaptation works of institutions involved. He/she will also co-ordinate the work of EU experts and will report on progress made. It is expected that RTA will verify the Action Plan and prepare the recommendations of the project implementation. Apart from this role, the RTA will be involved on an ongoing basis in providing ad hoc advisory to the bodies involved in the field of conformity assessment. The RTA shall receive support from the short and/or medium-term experts and will cooperate closely with all of the Polish counter-part institutions. Under this assignment the advisor will be required to
be familiar with the business environment and specialized in conformity assessment matters, he/she will possess experience in: legislative and institutional solutions in the area of conformity assessment in the EU, administration of institutions or complex programs in this area; co-operating with public administration and business.

- The short and/or medium-term experts should have a successful personal experience (minimum 3 years, preferably 5 to 8 years) in the implementation of aspects targeted by the project; the proper knowledge of branch of industry connected with Directives, the ability to work in a multi-cultural environment, be fluent in English (written and spoken).

- GLOBAL VALUE OF THE TWINNING PROJECT : 1 530 000 €

3.5 Lessons learned:

- The preparation of the present project proposal is based on the experience of the three former Twinning projects dedicated to the Conformity Assessment, implemented by the Department of the Industrial Policy of the Ministry of Economy and Labour. The harmonization of the legislation within the responsibility of the Ministry, combined at the same time with the upgrading of the competent Polish bodies for the implementation of this harmonized legislation, gave a good result of the each twinning project. The objectives reached at the end of the twinning projects were realistic and totally achieved in a satisfactory way for all parts involved in the program. The specific legislation framework to be harmonized under the twinning project was set up and the selected implementation bodies were prepared to operate in conformity with the Common market technical rules. These projects were as follows:
  - (Phare Programming 1999: Project PL9905.01: Certification and Standards, including Twinning component PL99/IB/EC/01: "Structures and systems for certification and standardization on EU Single market")
  - Phare Programming 2000: Project PL0004.02 : Certification Phase II including Twinning component PL2000/IB/EC/02: "Structure and systems for certification and standardization of the EU Single Market"
  - Phare Programming 2001: Project PL0102.01: Certification and Standards Phase III, including Twinning component PL/2001/IB/EC/03: “Conformity Assessment, Accreditation and Standardization Strengthening”

The success of the above-mentioned projects were due to the:
- good definition of the needs and realistically stated objectives for each project;
- very good organization and management of the project;
- deep implication and good cooperation between all involved parties, the Polish beneficiaries, Pre-Accession Advisors and European partners.

During the design of the project all the above mentioned factors were taken into consideration, as the very tight definition of the actual needs of the SMEs and very practical approach of the dissemination of the information. The objectives are clearly stated what will allow at the end of the project to quantify the results achieved. The importance of the cooperation between all involved parties is also stressed in the current project and the required high level of the RTA’s experience and knowledge in Conformity assessment issues and business environment are also underlined in order to guarantee the success of the project. The methodology, which will be proposed for the realization and the means devoted to the management of the project will also be carefully examined.
The other related projects, which were an important source of experience for the design of the present Twinning project were those realized in the framework of the PRAQ III programme on Phare Funds (1999 – 2001), and particularly the project “How to compile technical files”. This project, which covered 13 Central and East European Countries, including Poland, have been designed to give practical guidance, training and working tools to the relevant CEC economic operators in order to produce technical documentation and files of their products or production as required by the New Approach Directives. The positive feedback on this programme from the manufacturers, notified bodies and other economic operators showed the necessity to pursue such projects in order to facilitate the application of the new technical legal framework by the Polish SMEs and to introduce the new business culture as far as the Conformity Assessment issues are concerned.

4. Institutional Framework

- **Target Institutions involved in the project are:**
  - **Polish Agency for Enterprise Development** - as a Project Coordinator, which will have the overall responsibility for the implementation of the project.

  The Polish Agency for Enterprise Development (PAED) is a government agency reporting to the Minister of the Economy, Labour and Social Policy. The agency was created pursuant to the Act on the establishment of the Polish Agency for Enterprise Development of 9th November 2000. PAED is tasked with managing the European Union and the State budgetary funds earmarked for enterprise and human resources development, in particular small and medium-sized enterprises.

  The objectives of the Agency include the implementation of economic development programmes, particularly in the areas of:
  - small and medium-sized enterprise development,
  - exports,
  - regional development,
  - utilisation of modern technologies,
  - job creation, human resources development, and combating of unemployment.

  PAED will supervise the training of trainers in the KSU and organize above-mentioned seminars and workshops.

  **Contact point for the project coordination:** Mrs. Mariola Misztak-Kowalska, PAED, Poland – phone number: (+48 22 432 82 48); e-mail address: m_kowalska@parp.gov.pl

- **Ministry of Economy and Labour - Department of Enterprise.**

  **Ministry of Economy and Labour** - Department of Enterprise will be involved in the implementation of the activities within the Component 1, Component 2 and Component 3 of the twinning project.

  Department of Industrial Policy will be involved in implementation of the activities within the Component 1 (Task 1).

  **Contact point for the project coordination:** Mr. Przemyslaw Nowakowski, Poland – phone number: (+48 22 693 51 98); e-mail address: przemyslaw.nowakowski@mg.gov.pl

- **National SME Services Network (KSU) - Krajowy System Uslug dla Malych i Srednich Przesiebiorstw**
The National SME Services Network (KSU) has been in operation since 1996. After seven years of operation, it comprises almost 180 business counseling centers. The majority of the member organizations are regional and local development agencies, business support centers, industrial and commercial chambers, and local foundations or associations - all of them - not-for-profit entities providing services directly to SMEs and start-up’s. Each of the registered in the KSU organizations provides at least one of the four categories of services for SMS's and start-ups, it means: advisory (including proinnovation services), training, information or financial services. Some of them are specialized in providing only one kind of services e.g. new technologies implementation, quality management systems, researches and certification. The National SME Services Network is an open system. The registration process is conducted at least once a year. The basic criteria of qualification are specific demands concerning technical and economical capacity, qualifications of the personnel appointed to provision specific services and moreover implementation of the quality management system according to the ISO standards and following to the all undertaken activities of the ethics rules.

- **Contact point for the project coordination:** Mrs. Mariola Misztak-Kowalska, PAED, Poland – phone number: (+ 48 22 432 82 48); e-mail address: m_kowalska@parp.gov.pl

The National SME Services Network (KSU) will be involved in the implementation of the activities within the Component 1 (Task 2), Component 2 (Task 1 and 2) and Component 3 of the twinning project.

- Basically, this is a Twinning project related to the strengthening of the Administrative capacity to manage the new implemented system as far as the Conformity Assessment and placing of the product on the marked are concerned. Consequently, the SMEs have also to be supported concerning the application of the new technical rules and declaration of the conformity in respect with the new harmonized legislation.

- The Resident Twining Adviser and the other twinning short and/or medium-term experts will work directly with the Ministry of Economy and Labour (Department of Enterprise), Polish Agency for Enterprise Development and the identified beneficiaries institutions which are involved in the project implementation.

- This present twinning project does not include investment part. Any equipment is planned to be purchased within the project.

5. Detailed Budget

<table>
<thead>
<tr>
<th>€M</th>
<th>Transition Facility support</th>
<th>Co-financing</th>
<th>Total cost (TF plus cofinancing)</th>
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<tbody>
<tr>
<td></td>
<td>Invest-Ment Support</td>
<td>Institution Building</td>
<td>National Public Funds (*</td>
</tr>
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</table>

Support to the SMEs for the implementation of the New and Global Approach Directives.
Support to the SMEs for the implementation of the New and Global Approach Directives.

<table>
<thead>
<tr>
<th>Contract 1</th>
<th>1.53</th>
<th>1.53</th>
<th>0.024</th>
<th>0.024</th>
<th>1.554</th>
</tr>
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<tbody>
<tr>
<td><strong>Total</strong></td>
<td>1.53</td>
<td>1.53</td>
<td>0.024</td>
<td>0.024</td>
<td>1.554</td>
</tr>
</tbody>
</table>

(*) contributions form National, Regional, Local, Municipal authorities, FIIs loans to public entities, funds from public enterprises

(**) private funds, FIIs loans to private entities

(***) co-financing will be provided by PAED (17,500 euro) and Ministry of Economy and Labour (6,500 euro)

The amount for co-financing is entirely parallel co-financing. All costs for study visits outside Poland as part of the Twinning will be borne by the beneficiary country.

*In the case of Joint Co-financing, where the final overall cost is lower than foreseen in the project fiche, the National Public and Transition Facility Co-financing are reduced proportionally so as to maintain the agreed rate of co-financing. In the case of Parallel Co-financing, where the final cost is lower than foreseen in the project fiche, it must be shown that the overall objectives of the project have been fully achieved.*

6. Implementation Arrangements

6.1 Implementing Agency

- **PAO**: Mr. Tadeusz Kozek, Under-Secretary of State, Office of European Integration Committee, Aleje Ujazdowskie 9, 00-918 Warsaw, Poland, phone number (+48 22) 455 55 00; fax number (+48 22) 455 52 43.

- **CFCU**: Foundation Co-operation Fund, CFCU Director, Gornoslaska 4a Str. 00-400 Warsaw; phone (+48 22) 622 88 20, fax (+48 22) 622 75 65.

- CFCU will be the implementing agency and will be responsible for contracting of the RTA Assistant and payments of contracts on behalf of the Ministry of Economy and Labour, which itself shall be responsible for preparing project and managing its technical implementation.

6.2 Twinning

- The overall coordination of the project will be assured by the Polish Agency for Enterprise Development.

- **Project Leader**: Mrs. Barbara Kaśnikowska PAED, Poland – phone number: (+48 22 432 71 20); e-mail address: b_kasnikowska@parp.gov.pl

- RTA will be located at the Polish Agency for Enterprise Development. The office room will be properly equipped with all necessary equipment as computer with internet connection and e-mail address, phone, fax, copy machine, etc.

- He/her task will consist in assuring the follow-up of actions undertaken within the project and guiding adaptation works of institutions involved. He/she will also co-ordinate the work of EU experts and will report on progress made. It is expected that RTA will verify the Action Plan and prepare the recommendations of the project implementation. Apart from this role, the RTA will be involved on an ongoing basis in providing ad hoc advisory to the bodies involved in the field of conformity assessment. The RTA shall receive support from the short and/or medium-term experts and will cooperate closely with all of the Polish counter-part institutions. Under this assignment the advisor will be required to be familiar with the business environment and specializes in conformity assessment matters, he/she will possess experience in: legislative and institutional solutions in the area...
of conformity assessment in the EU, administration of institutions or complex programs in this area; co-operating with public administration and business. The short and/or medium-term experts should have a successful personal experience (minimum 3 years, preferably 5 to 8 years) in the implementation of aspects targeted by the project; the proper knowledge of branch of industry connected with Directives, the ability to work in a multi-cultural environment, be fluent in English (written and spoken).

6.3 Non-standard aspects
- N/A

6.4 Contracts
- The twinning project will be contracted in conformity with the Twinning procedures. The value of the contract - twinning project is of 1 530 000 € and 24 000 € of the co-financing from the Ministry of Economy and Labour and Polish Agency for Enterprise Development.

7. Implementation Schedule
- 4.1 Start of tendering: III Q 2005
- 4.2 Start of project activity: I Q 2006
- 4.3 Project Completion: IV Q 2007

8. Sustainability
- For duration of 24 months of the Twinning project, the Ministry of Economy and Labour will assure the overall co-ordination and follow-up of the project.
- Polish side will ensure that the RTA and short and/or medium-term experts will have appropriate work conditions, e.g. office, telephone, and access to e-mail and copy machine.

9. Conditionality and sequencing
- Regular reviews will be held on project issues and on the progress made with respect to the initially defined objectives directly linked to the project.
- Strong involvement of all stakeholders is a key of the successful completion of the project.
- Important milestones of the project:
  - Signing of the Twinning Contract
  - Action Plan verified and approved (first quarter of the project)
  - Implementation of the Action Plan in conformity with the time schedule defined by all interested parts in the Twinning Contract
  - Measurement of the progress made and results achieved on the quarterly basis
  - Final report presenting comparative table: situation at the start of the project and evolution achieved (objectives reached at the end of the Twinning project)
ANNEXES TO PROJECT FICHE

1. Logical framework matrix in standard format ENCLOSED
2-3. Implementation, contracting and disbursement schedule ENCLOSED
2. 4. List of selected New and Global Approach Directives ENCLOSED
Logframe matrix

<table>
<thead>
<tr>
<th>LOGFRAME PLANNING MATRIX FOR THE PROJECT</th>
<th>Programme name and number</th>
<th>Transition Facility</th>
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<tbody>
<tr>
<td><strong>Support to SMEs for the implementation of the New and Global Approach Directives.</strong></td>
<td>Contracting period expires</td>
<td>Disbursement period expires</td>
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<tr>
<td></td>
<td>2007</td>
<td>2008</td>
</tr>
<tr>
<td></td>
<td>Total budget</td>
<td>Transition Facility Budget</td>
</tr>
<tr>
<td></td>
<td>1 554 000</td>
<td>1 530 000</td>
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<table>
<thead>
<tr>
<th>Overall objective</th>
<th>Objectively Verifiable Indicators</th>
<th>Sources of Verification</th>
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<tbody>
<tr>
<td>To complete the effective implementation of <em>acquis communautaire</em> in the free movement of goods by supporting the development of SMEs</td>
<td>Implementation of <em>acquis communautaire</em> in the free movement of goods. The awareness of the SMEs on the EU conformity assessment regulations increased (approx. 150-200 SMEs).</td>
<td>Reports of experts Number and titles of seminars held, list of participants</td>
</tr>
</tbody>
</table>

**Project purpose (Immediate Objectives)**

This project will help the Department of Enterprise of Ministry of Economy and Labour and Polish Agency for Enterprise Development in broadening and strengthening the knowledge of EU certification and support the diffusion of information on European Directives for SMEs, regarding mainly CE marking, associated market surveillance procedures, implementation of the New Approach and Global Directives, the environmental aspects.

<table>
<thead>
<tr>
<th>Objectively Verifiable Indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Ministry of Economy and Labour, and the Polish Agency for Enterprise Development prepared to deliver adequate information on EU Directives to the SMEs, by the end of the project (approx. 80 people trained in Ministry and PAED, approx. 250 people trained in KSU).</td>
<td>Reports of experts Quarterly progress reports provided by the RTA Certificates of the trained people</td>
<td>Final report of the project</td>
</tr>
<tr>
<td>Good access to information on the implementation of the New and Global Approach Directives assured by the end of the project (materials available in Ministry, PAED, KSU; approx. 300 people trained).</td>
<td>Different resources of information for the SMEs on the New and Global Approach Directives assured by the end of the project (materials in Ministry, PAED, KSU available for SMEs).</td>
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<tr>
<td>The knowledge of the staff of the Ministry of Economy and Labour relating to EU certification legislation and regulations increased by the end of the project (approx. 40 people trained, 40 certificates awarded).</td>
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**Results**

<table>
<thead>
<tr>
<th>Objectively Verifiable Indicators</th>
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COMPONENT 1: Strengthening of the Administrative capacities

Task 1: Polish administration supported by strengthening the knowledge on European Directives application

About 40 employees of Department of Enterprise and Department of Industrial Policy of Ministry of Economy and Labour, and about 40 employees of Polish Agency for Enterprise Development trained to disseminate information to the SMEs concerning the application of the European Directives.

Task 2: SMEs supported by strengthening the knowledge of the KSU members on European Directives application

The know-how concerning the European Directives from the other Member States transferred and implemented in the Ministry, PAED and the KSU. Technical assistance delivered to the KSU staff.

About 200 KSU members trained to disseminate the information on European Directives application and to assure the role of “relay structures” between the authorities (Ministry of Economy and Labour) and SMEs’ representatives.

COMPONENT 2: Support to the SMEs for the implementation of the New and Global Approach Directives

Task 1: Workshops and training seminars organized

Workshops or seminars for the KSU and PAED and for the Ministry of Economy and Labour in Warsaw and outside Warsaw organized with participation of about 15-30 KSU members each.

National workshops and seminars for the staff and trainers of the KSU, the PAED, the Ministry of Economy and Labour with participation of representatives of SMEs organizations organised and trainers and staff trained for the preparation of technical files and CE marking (within 12 – 14 Directives selected).

About 6 seminars (4 of them outside Warsaw) to grow SMEs awareness of European Ecolabel organized.

Task 2: Practical exercises of Conformity Assessment and Conformity Declaration in the selected pilot SMEs conducted

Practical on site application of Conformity Assessment realized.

COMPONENT 3: Communications activities dedicated to the dissemination of the information on the European Directives application conducted

Information documents (leaflets, brochures) designed, printed and disseminated to all stakeholders concerned by the implementation of the new European legislation (12 – 14 Directives selected).

Web pages dedicated to the practical information related to the conformity assessment declaration created within the web site of Ministry of Economy and Labour.

Information campaign in mass media on New and Global Approach Directives and CE Marking realized.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of information documents on New and Global Approach Directives (leaflets, brochures) printed and distributed.</td>
<td>Reports of experts</td>
<td>Selected bodies maintain obtained competencies</td>
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<tr>
<td>Information campaign conducted Web pages on conformity assessment prepared. Number of visitors on this web page by the end of the project. Number of people trained in the field of conformity assessment, in particular: preparation of technical files and CE marking, dissemination of the information on European Directives application (approx. 300-400 people trained).</td>
<td>Lists of trained people</td>
<td>Strong involvement of managers of the beneficiaries institutions</td>
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<tr>
<td></td>
<td>Certificates of the trained personnel</td>
<td>Competent staff in beneficiary institutions involved permanently in conformity assessment process</td>
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<tr>
<td></td>
<td>Project final report</td>
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Support to the SMEs for the implementation of the New and Global Approach Directives.
COMPONENT 1: Strengthening of the Administrative capacities

Task 1: Support to the Polish administration by strengthening the knowledge on European Directives application
Advisory activities, trainings, ad hoc expertises, exchanges and sharing of the experience with other Member States, administrative capacity strengthening, standards and harmonization, consequences for SMEs, CE Marking and product liability, related regulations and quality systems, conformity assessment procedures etc. (with participation of short or medium-term experts).

Task 2: Support to the SMEs by strengthening the knowledge of the KSU members on European Directives application
1° Transfer of the know-how from the other Member States concerning the advising to the SMEs in the field of the European Directives application and new technical rules, CE marking, etc.
2° Training of the KSU members (within 12 – 14 selected directives) for the advising to SMEs within its daily SME support activities (with participation of short-term or medium-term experts).
3° Technical assistance to strengthening of the KSU members ability to updating of the information on NA Directives and standards (use of internet, CD-ROM, PKN’s subscriptions…)

COMPONENT 2: Support to the SMEs for the implementation of the New and Global Approach Directives

Task 1: Organization of the workshops
1° Organization of the workshops for the staff and trainers of the KSU and the PAED (in every Polish voivodship and 1-2 in Warsaw) and for the Ministry of Economy and Labour (2-3 workshops) dedicated to the practical application of the European Directives (study cases, practical exercises for how to compile technical files for conformity assessment and CE marking, CE marking procedures, European trends in harmonization and CE marking…) - with participation of short or medium-term experts. Also with participation of representatives of SMEs organizations.
2° Organization of about 6 seminars (4 of them outside Warsaw) to grow SMEs awareness of European Ecolabel (with participation of short-term or medium-term experts).

Task 2: Practical exercises of Conformity Assessment and Conformity Declaration in the selected pilot SMEs
Practical on site application by the KSU members and Polish enterprises organizations representatives of Conformity Assessment principles in selected area (Warsaw and 12-16 voivodships). Participation of Ministry’s and the PAED staff included.
- conformity analysis of the product
- elaboration of the technical files
- issuing of declaration of conformity

COMPONENT 3: Communications activities dedicated to the dissemination of the information on the European Directives application
Preparation and printing of informative brochures for every selected Directive (12 – 14 Directives (with participation of short-term or medium-term experts).
Support to the SMEs for the implementation of the New and Global Approach Directives.

- Design and implementation of website pages dedicated to the practical application by SMEs of the selected Directives (with participation of short-term or medium-term experts).
- Information campaign in mass media on CE Marking and New and Global Approach Directives.
- Other appropriate communication activities in order to help Polish SMEs in the application of the new technical rules as far as the Conformity Assessment and placing of the products on the market are concerned (with participation of short-term or medium-term experts).

Short or medium term experts will be engaged in the preparation of informative brochures and leaflets. Printing will be delegated to the commercial sector. The proper contract within Twinning will be prepared and signed. That matter will be adjusted when signing the Twinning agreement with EU partner.
Annex 2-3: Implementation, contracting and disbursement schedule

<table>
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<td>Budget Allocation</td>
<td>Cost Estimate</td>
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**PLANNED**

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**Implementation schedule**

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**Contracting schedule**

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**Disbursement schedule**

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

* show amounts in MEuro increasingly
ANNEX 4: List of selected New and Global Approach Directives:

- 87/404/EEC, 90/488/EEC, 93/68/EE (Simple Pressure Vessels)
- 98/37/EC and 98/79/EC (Machinery)
- 88/378/EEC and 93/68/EEC (Safety of toys)
- 89/106/EEC and 93/68/EEC (Construction products)
- 90/396/EEC and 93/68/EEC (Appliances burning gaseous fuels)
- 94/25/EC and 2003/44/EC (Recreational craft)
- 1999/5/EC (Radio Equipment and Telecommunications Terminal Equipment and the Mutual Recognition of their Conformity)
- 92/42/EEC (Efficiency requirements for new hot-water boilers fired with liquid or gaseous fuels)
- 96/57/EC (Energy efficiency requirements for household electric refrigerators, freezers and combinations thereof)
- 1999/36/EC (Transportable pressure equipment)
- 2000/14/EC (Noise emission in the environment by equipment for use outdoors)
- 2000/55/EC (Energy efficiency requirements for ballasts for fluorescent lighting)
- 2001/95/EC (General product safety)