1. Basic information

1.1 CRIS number: PHARE 2003/005-778.02

1.2 Title: Joint Small Project Fund (JSPF)

1.3 Sector: Social Economic Development (SO)

1.4 Location: Romanian and (i) Serbian (ii) Moldovian and (iii) Ukrainian border regions:

The Joint Small Project Fund with Serbia & Montenegro will finance small projects for the following NUTS III regions (so-called “județe”): Timis, Caras Severin, Mehedinti. On the Serbian side, the following NUTS III regions are concerned: Vojvodina (Borski, Braničevo, Banat).

The Joint Small Project Fund with Moldova will finance small projects for the following NUTS III regions: Botoșani, Iași, Vaslui, Galați. On the Moldovian side, the following NUTS III regions are concerned: Balti, Cahul, Edineț, Lapusna, Ungheni.

The Joint Small Project Fund with Ukraine will finance small projects for the following NUTS III regions: Satu Mare, Maramureș, Suceava, Botoșani, Tulcea. On the Ukrainian side, the following NUTS III regions are concerned: Uzhhorod, Ivano-Frankivsk, Chernivtsi.

2. Objectives:

2.1. Overall Objectives

• To improve cross-border co-operation at local level between Romania and Serbia & Montenegro, Moldova and Ukraine
• To support the further development of the economic potential of the border regions
• To pave the way for the future (2004-2006) Phare CBC/Neighbourhood programmes between Romania and (i) Serbia & Montenegro (ii) Moldova and (iii) Ukraine

2.2. Purpose of the project

Development of local/regional economy and employment by strengthening the local institutional structure involved in regional development and cross borders co-operation

2.3. Accession Partnership

N/A

2.4. Cross-border Impact of the Project

The Programme will contribute to the removal of existing disparities between regions on both sides of the border and thus to the gradual alignment of economic and social development. This is particularly important in view of future integration into the European Union. Full membership will require the approximation of levels of economic activity and living standards in particular in border regions in order to avoid undue problems connected to the removal of borders and the introduction of the principle of free movement.

The JSPF promotes the elaboration of projects with a cross-border impact and encourages the development of linkages between the communities/organisations/institutions on both sides of the border. In general, the “people-to-people” aspects of the individual projects and the general direction of the fund guarantee a high degree of cross-border relevance of the scheme.
Representatives of local / regional authorities of the neighbourhood country will be associated to the decision making process regarding the corresponding Joint Small Project Fund.

3. Description:

3.1 Background and justification

With a view to strengthen the local cross-border co-operation of the border regions, it has been decided to start to implement a JSPF on the RO/SeM, RO/MOL and RO/UA borders.

In existing CBC programmes with Hungary and Bulgaria, the JSPF proved to be a key factor for promoting cross-border cooperation at local level and for encouraging daily contacts with neighbouring population / authorities.

Therefore, a JSPF will be launched as a first measure to develop as quickly as possible local co-operation and to pave the way for the Neighbourhood Programmes between Romania and its Cards and Tacis neighbours, to be initiated in 2004.

Eligible projects are those defined in the Article 5 of Phare CBC regulation n°2760/98 as amended by regulation n°1596/2002. This scheme will finance “soft” projects: business co-operation, enterprise development, technology transfer and marketing for small and medium sized enterprises, training, employment, measures for health and cultural exchanges, improvement of information flow and communications between border regions, etc.

Procedures will be defined by a specific TA (please refer to TA fiche). To the greatest possible extent, it will try to harmonise procedures with those used in Serbia & Montenegro, Moldova and Ukraine for similar types of projects.

As a minimum requirement – regardless of to what extent the funds will be co-ordinated – the representatives of local / regional institutions from the concerned country will be associated in the decision-making process.

In order to reach a sufficient impact, these schemes need to be implemented in a multi annual perspective.

The inclusion of the JSPF into the programme is a logical step forward in the overall context of Romania’s future accession to the EU, and in the specific context of the Communication “Paving the way for a New Neighbourhood Instrument”.

3.2 Linked activities

This JSPF is the first one to be financed on the concerned borders. It will take advantage of lessons learnt through the implementation of JSPF under CBC programmes with Bulgaria and Hungary.

3.3 Results

- Financial support to small-scale “people-to-people” actions in the border regions in the field of economic development, environment, tourism, local employment, cultural exchanges, local democracy, planing and development studies etc.
- Small-scale project in the fields above agreed with the counterpart according JSPF package rules and guidelines.

3.4 Activities
There will be one JSPF for each border. The global Phare budget will be 1,5 M€ equally divided in three 500 000 € allocations for each border.

Each project will support:
- **The financing of the selected small-scale “people-to-people” projects** (projects located in the relevant border regions)
- **Administrative costs for operating the fund.** Up to 7% of the PHARE contribution (maximum 35,000 EUR) may be used for expenditure relating to the preparation, selection, appraisal and monitoring activities.

The grants will only be made for projects whose immediate objective is non-commercial and strictly non profit-making. Under no circumstances may grant give rise to profits (i.e. it will be restricted to the amount required to balance income and expenditure for the project).

**General Criteria for Eligibility**

Projects already part-financed by another EU funded programme may not be granted support from this PHARE programme.

In general terms the eligible actions in the framework of the JSPF should meet the following conditions:
- have a strong and evident cross-border aspect (joint projects, especially where co-financed jointly by Romanian and Serbian project partners, will be particularly prioritised),
- be financially assessed realistically and transparently,
- be ready for implementation,
- the Phare contribution has to be between € 10,000 and € 50,000,
- availability of co-financing. Minimum co-financing will be 10% of the cost of projects, in cash only.
- under no circumstances be in contradiction with the long-term development plans of the municipality or the region (projects that are part of an overall strategy/plan for the development of the region/town/municipality will be prioritised),
- if possible, contain innovative approaches (e.g. pilot projects).

On this basis, in consultation with concerned partners (SeM / MOL / UA), the Romanian Implementing Authority with the support of a technical assistance (please refer to the TA fiche) will prepare specific operational guidelines, including refining of specific project support level (minimum/maximum), which will be approved by the EC Delegation in Bucharest.

**Eligible beneficiaries**

It will in principle, include all non-profit-making decentralised, local organisations, such as:
- Municipalities and Communities within the defined border region
- County and district level organisations
- Inter-communal co-operation organisations
- Euro-regions
- Chamber of Commerce
- Professional associations
- Trade Union Organisations
- NGOs, etc.

Profit making organisations and national organisations without a distinctive role in the border region will not be eligible.

**Priority areas**

The Fund will support small-scale people-to-people actions across the following priority areas:
- **Economic Development**: Support for small projects focusing on economies, which enhance the economic base of the border region. For example proposals for the development of small-scale
enterprise, marketing initiatives, markets, exhibitions and advertising events, and so forth; the creation of cross-border co-operation structures and partnerships among supporting organisations;

- **Environment**: Projects focusing on specific problems of the environment of the region, such as the drafting of studies, assessment of problems, environmental training, actions aiming at increasing public environmental awareness, etc.

- **Tourism**: The JSPF will provide funding for a range of "soft" actions for tourism development - studies, planning, institutional strengthening measures, specific SME training and related HRD programmes.

- **Cultural Exchanges**: Those cultural exchanges that already exist and that are being newly established between local groups on both sides of the border region. Meetings and exchanges among youth; artistic and supporting activities; folk events and similar actions with the emphasis on the establishment of traditions and long-term co-operation;

- **Local Democracy**: Schemes will be supported to help create and intensify the skills of organisational structures in local and regional public administration and other elements of a democratic society (chambers of commerce, trade associations, trade unions, NGOs). Relevant training courses and information will be provided supporting exchange visits, project preparation and procedural matters. Joint projects may also involve the elaboration of materials for distance learning and, etc. Exchange of know-how and experience in education at various levels will also be supported.

- **Planning and development studies**: Projects can be supported to create the preconditions for joint planning in a border region, for framing joint research programmes, for drawing up joint strategies for regional development in a border area with the aim to jointly define the development priorities. Development of project applications and feasibility studies are also included.

### Selection process

The Romanian Implementing Agency, in co-operation with the Serbian / Moldovian / Ukrainian authorities, will issue a call for proposals that must be open and fair to all eligible organisations. The submitted applications will be assessed by an appropriate Team of Assessors where both countries are represented. On the basis of these recommendations, a joint evaluation committee will take the final decision.

The project applicants will, in many cases, need considerable development assistance. Training and information workshops may be organised to inform and assist would-be participants, so as to ensure high transparency and encourage good quality proposals. Experts will also be appointed to visit would-be project applicants in order to provide assistance, especially in relation to matters such as project cost assessment.

### 3.5. Lessons learned

According to the Interim Evaluation Report no R/RO/CBC/03037 issued by EMS Romania, in July 2003, regarding the Cross Border Cooperation programmes, namely the JSPF, the capacity of beneficiaries to prepare project proposals was overestimated and preparatory training activities (under a parallel Phare programme) did not significantly improve the quality of the proposals. Co-financing was conditional and no problems were encountered by grantees.

The efficiency was adversely influenced by poor cooperation and coordination between all partners involved. Additional skilled staff is required and improvement in communication is expected.

As a consequence Regional Office in Arad was moved under the umbrella of the RDA 5 in order to involve the regional level as much as possible in the implementation. The solution for the EBI is that the RDA 1 and RDA 5 should be responsible for JSPF implementation.

The effectiveness of the JSPF programmes is largely dependent on the success of the individual projects supported. As a whole the programme was welcomed by the beneficiaries as it facilitates activities that otherwise would be difficult to fund. For the future projects more effectiveness is to be expected due to horizontal integration with other activities within the local RDAs.

The prospects for sustainability of the JSPF programmes are evaluated as good.

The partnership and networking supported by the projects should endure as long as the relationship remains productive. The activities undertaken by the organizations should raise their profile and
therefore should help secure further support both internally through recruitment and externally by attracting donors.

4. Institutional Framework

The Ministry of European Integration through Cross Border Cooperation Directorate retains overall responsibilities for the implementation of this JSPF under the External Border Initiative (EBI) and for coordination with the Serbian / Moldovian / Ukrainian counterpart.

**Operation of the JSPF**

Special operating documents for the JSPF management and implementation under the External Border Initiative will be set-up by the Ministry of European Integration in co-ordination with the Serbian / Moldovian / Ukrainian counterparts to be approved by the EC Delegation in Bucharest.

**Regional Office**

For the Ukrainian and Moldovian borders, the Regional Development Agency 1 (RDA 1) North-East (Botosani, Suceava, Iasi, Neamt, Bacau, Vaslui), based in Pietra Neamt, will undertake the task of day-to-day technical management of implementation of projects and monitoring activities under the authority of the Romanian Implementing Agency.

For the Serbian border, the Regional Development Agency 5 (RDA 5) West-Romania (Arad, Timis, Hunedoara, Caras-Severin), based in Timisoara, will undertake the task of day-to-day technical management of implementation of projects and monitoring activities under the authority of the Romanian Implementing Agency.

5. Budget (in MEUR):

<table>
<thead>
<tr>
<th>Component</th>
<th>Investment</th>
<th>Institution Building</th>
<th>Total Phare (I+IB)</th>
<th>Recipient (*)</th>
<th>IFI</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. JSPF RO/SeM</td>
<td>0.465</td>
<td>0.465</td>
<td>0.052</td>
<td>0</td>
<td>0.517</td>
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<tr>
<td>2. Regional office – Administrative costs RO/SeM</td>
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<td>0.035</td>
<td>0</td>
<td>0.035</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. JSPF RO/MOL</td>
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<td>0.465</td>
<td>0.052</td>
<td>0</td>
<td>0.517</td>
<td></td>
</tr>
<tr>
<td>4. Regional office – Administrative costs RO/MOL</td>
<td>0.035</td>
<td>0.035</td>
<td>0</td>
<td>0.035</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. JSPF RO/UA</td>
<td>0.465</td>
<td>0.465</td>
<td>0.052</td>
<td>0</td>
<td>0.517</td>
<td></td>
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<tr>
<td>6. Regional office – Administrative costs RO/UA</td>
<td>0.035</td>
<td>0.035</td>
<td>0</td>
<td>0.035</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1.5</strong></td>
<td><strong>1.5</strong></td>
<td><strong>0.156</strong></td>
<td><strong>0</strong></td>
<td><strong>1.656</strong></td>
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</tbody>
</table>

(*) co-financing is needed and will be one criterion for eligibility of projects. Minimum co-financing will be 10% ,in cash only, of the cost of soft projects.

6. Implementation arrangements:

6.1 Implementing agency

The Implementing Agency will be the Ministry of European Integration, through its Cross Border Cooperation Directorate, which will retain overall responsibility for the implementation of the programme,
including: approval of tender documents, evaluation criteria, evaluation of offers, signature of contracts, authorisation of invoices. The payments of invoices will be made by the Payments Directorate within the same ministry.

The CBC Directorate also includes a unit for the National Co-ordination of CBC programmes nominated as CBC Programme Co-ordination Unit (CBC – PCU) which will support the beneficiaries in their activities concerning the preparation of tender dossiers and related documents.

The CBC Regional Offices for JSPF (RDA 1 & 5) will ensure the day-to-day contact and co-operation with the counties and local authorities as well as with the project beneficiaries in the border region.

6.2. Twinning arrangements

NA

6.3. Non-standard aspects

There are no non-standard contracts or tender procedures envisaged within this project. The "Practical Guide to contract procedures financed from the general Budget of the European Communities in the context of external actions" will be strictly followed.

6.4. Contracts

Grant Contracts will be signed according to the "Practical Guide to contract procedures financed from the general Budget of the European Communities in the context of external actions".

7. Implementation schedule

<table>
<thead>
<tr>
<th>Preparations</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation of the JSPF Guidelines</td>
<td>11/2003</td>
</tr>
<tr>
<td>Establishment of the Joint Evaluation Committee, Team of Assessors</td>
<td></td>
</tr>
<tr>
<td>First calls for proposals:</td>
<td>03/2004</td>
</tr>
<tr>
<td>Completion of projects</td>
<td>12/2005</td>
</tr>
</tbody>
</table>

8. Equal opportunity:

In the whole process of preparation and implementation of the projects no discrimination between men and women will be made.

9. Environment

Environmental aspects will be assessed individually for each of the proposed projects.

10. Rates of return

N/A

11. Investment criteria:

11.1. Catalytic effect:

The implementation of projects within the Joint Small Projects Fund is extremely important to improve the relations between concerned countries and to promote cross-border co-operation as well as preparation of projects ready for financing in the future.
11.2. Co-financing:

The final beneficiaries will contribute with at least 10% of the total budget of the total cost of the projects.

11.3. Additionality:

The Phare support does not replace any other sources of financing.

11.4. Sustainability:

The development of the border regions is part of the Romanian strategy of maintaining good relations with its neighbours.

12. Conditionality and sequencing:

The Regional Office will ensure that the project staff is fully conversant with the target group requirements and with the operation of the Phare Programme. The Regional Office will make certain that the recipients make their financial contributions as planned.

ANNEXES TO PROJECT FICHE

1. Logical framework matrix
2. Detailed implementation chart
3. Contracting and disbursement schedule by quarter
4. Template for the institutional framework/implementation arrangements for JSPF between Romania and Serbia
## ANNEX 1 - LOGFRAME PLANNING MATRIX

### Joint Small Project Fund

**Contracting period expires:**

30.11.2005  

**Disbursement period expires:**

30.11.2006

**Total Budget:** 1.65 MEUR  
**Phare Allocation:** 1.5 MEUR

### Overall Objectives

- Improve cross-border co-operation at local level between RO and the three involved countries
- To support the further development of the economic potential of the border regions

**Objectively verifiable indicators**

- A minimum number of 10 local projects financed;

**Sources of Verification**

- SeM/MOL/UA institutions and CBC Implementing Agency (Ro);

### Project Purpose

**Development of local/regional economy and employment by strengthening the local institutional structure involved in regional development and cross borders co-operation**

**Objectively verifiable indicators**

- Intensity of cross-border links, number of cross-border actions;  
- Increase in regional / local capacities to design and implement development programmes and projects; 
- Growth of tourism sector in border regions.  
- 2% increase in local/regional employment

**Sources of Verification**

- SeM/MOL/UA institutions and CBC Implementing Agency (Ro);  
- Monitoring and assessment reports;

**Assumptions**

- Efficient programme management (implementation, monitoring assessment);  
- Continued commitment of the Government towards the priorities of the programme and regional development;  
- Continued commitment of regional and local actors;  
- Availability of qualified staff and institutional support;  
- Functioning co-operation between all relevant partners;  
- Functioning co-ordination between RO and SeM/MOL/UA relevant authorities;  
- Sustained interest of the border region population in development and co-operation.
### Results

<table>
<thead>
<tr>
<th>1. Establishment of Small Projects Fund:</th>
<th><img src="image" alt="Results Objectively Verifiable Indicators" /></th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. strengthened co-operation between local authorities and NGO in border regions</td>
<td>- JSPF in operation and used;</td>
<td>- project completion reports;</td>
<td>- Availability of qualified experts and contractors;</td>
</tr>
<tr>
<td>3. enhanced economic base of the border region</td>
<td>- Regional (Development) authorities’ personnel trained, regional institutions qualified;</td>
<td>- monitoring and assessment reports;</td>
<td>- well functioning co-operation and co-ordination with all stakeholders;</td>
</tr>
<tr>
<td>4. People-to-people cross border links increased and intensified</td>
<td>- number of tourists/visitors in border regions</td>
<td>- programme evaluation.</td>
<td>- CBC Regional Office well staffed with competent personnel;</td>
</tr>
<tr>
<td>5. enhanced cross-border tourism attraction and linkages between the tourism support on either side of the border.</td>
<td>- 2% increase in local/regional employment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. established permanent structures within the local and regional organisations in border regions, qualified in regional development</td>
<td>- harmonised procedures with those used in Serbia &amp; Montenegro, Moldova and Ukraine for similar types of projects.</td>
<td></td>
<td></td>
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</tbody>
</table>

### Activities

<table>
<thead>
<tr>
<th>1.1, 2.1, 3.1</th>
<th><img src="image" alt="Activities Means Sources of Verification Assumptions" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1, 2.1, 3.1 Elaboration of one JSPF for each border.</td>
<td>- An allocation of EUR 500 000 for each border</td>
</tr>
<tr>
<td>4.1, 5.1 Financing the selected small-scale “people-to-people” projects located in the relevant border region.</td>
<td>- People-to-people actions carried out;</td>
</tr>
<tr>
<td>6.1 Training for staff in European standard procedures</td>
<td>- Technical assistance contract</td>
</tr>
</tbody>
</table>
### ANNEX 2 - Implementation Time Chart

#### Joint Small Project Fund

<table>
<thead>
<tr>
<th>Components</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Regional Office RO/SeM</td>
<td>D</td>
<td>D</td>
<td>C</td>
</tr>
<tr>
<td>4. Regional Office RO/MOL</td>
<td>D</td>
<td>D</td>
<td>C</td>
</tr>
<tr>
<td>6. Regional Office RO/UA</td>
<td>D</td>
<td>D</td>
<td>C</td>
</tr>
</tbody>
</table>

D = Design/preparation  
C = Contracting  
I = Implementation/works  
R = Review/evaluation
### ANNEX 3 - Cumulative Quarterly Commitment Schedule in EUR

#### Joint Small Project Fund

<table>
<thead>
<tr>
<th>Components</th>
<th>Cumulative contracting schedule by quarter in EUR (planned)</th>
<th>Total Phare Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2004</td>
<td>2005</td>
</tr>
<tr>
<td></td>
<td>III</td>
<td>IV</td>
</tr>
<tr>
<td>1. Small Projects Fund RO/SeM</td>
<td></td>
<td></td>
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<tr>
<td>(investment/service)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Regional Office RO/SeM (service)</td>
<td>35.000</td>
<td>35.000</td>
</tr>
<tr>
<td>3. Small Projects Fund RO/MOL</td>
<td></td>
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<tr>
<td>(investment/service)</td>
<td></td>
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<tr>
<td>4. Regional Office RO/SeM (service)</td>
<td>35.000</td>
<td>35.000</td>
</tr>
<tr>
<td>5. Small Projects Fund RO/UA</td>
<td></td>
<td></td>
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<tr>
<td>(investment/service)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Regional Office RO/UA (service)</td>
<td>35.000</td>
<td>35.000</td>
</tr>
<tr>
<td><strong>Total contracting</strong></td>
<td>105.000</td>
<td>1.500.00</td>
</tr>
</tbody>
</table>

### Cumulative disbursement schedule by quarter in EUR (planned)

<table>
<thead>
<tr>
<th>Components</th>
<th>Cumulative disbursement schedule by quarter in EUR (planned)</th>
<th>Total Phare Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2004</td>
<td>2005</td>
</tr>
<tr>
<td></td>
<td>III</td>
<td>IV</td>
</tr>
</tbody>
</table>

Page 11 of 15
### Annex 3: Cumulative contracting and disbursement schedule for project “Joint Small Project Fund (JSPF)”

<table>
<thead>
<tr>
<th></th>
<th>Small Projects Fund RO/SeM (investment/service)</th>
<th></th>
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<tbody>
<tr>
<td>1.</td>
<td></td>
<td>116.250</td>
<td>174.375</td>
<td>232.500</td>
<td>290.625</td>
<td>348.750</td>
<td>406.875</td>
<td>465.000</td>
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<tr>
<td>2.</td>
<td>Regional Office RO/SeM (service)</td>
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<td>17.500</td>
<td>20.000</td>
<td>27.500</td>
<td>27.500</td>
<td>27.500</td>
<td>32.000</td>
</tr>
<tr>
<td>4.</td>
<td>Regional Office RO/SeM (service)</td>
<td>17.500</td>
<td>17.500</td>
<td>20.000</td>
<td>27.500</td>
<td>27.500</td>
<td>27.500</td>
<td>32.000</td>
</tr>
<tr>
<td>6.</td>
<td>Regional Office RO/UA (service)</td>
<td>17.500</td>
<td>17.500</td>
<td>20.000</td>
<td>27.500</td>
<td>27.500</td>
<td>27.500</td>
<td>32.000</td>
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</table>

**Total disbursement**

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<tr>
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<tbody>
<tr>
<td></td>
<td>52.500</td>
<td>401.250</td>
<td>583.125</td>
<td>778.500</td>
<td>954.375</td>
<td>1.128.750</td>
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Page 12 of 15
1. **PREPARATION OF THE PACKAGE OF CALL FOR PROPOSAL, GUIDELINES FOR APPLICANTS AND APPLICATION FORM ACCORDING TO THE PRACTICAL GUIDE**

- IA-RO MIE draft the call for proposals, the guidelines for applicants and the application form and other documents related to the implementation of the JSPF in line with Phare procedures. Consultation with relevant SeM/MOL/UA partners will be assured.

- IA-RO MIE submits the final version of the documents to the respective EC Delegation for approval

2. **PUBLICATION OF THE CALL FOR PROPOSAL**

The IA-RO MIE with the assistance of the Regional Office and with necessary consultation of the Serbian / Moldovan / Ukrainian partners, takes all appropriate measures to ensure that the nationally and regionally publicised call for proposals reaches the target groups in line with the requirements of the Practical Guide.

3. **PROJECT SELECTION PROCESS**

- The Regional Office collects and register incoming project proposals.

- Following consultation of the Serbian / Moldovan / Ukrainian partners, the IA-RO MIE selects and approves the joint assessor team for the assessment of administrative compliance, eligibility and assessment of technical and financial quality of proposals.

- Following consultation of the Serbian / Moldovan / Ukrainian partners, the IA-RO MIE will nominate the Joint Evaluation Committee (non-voting chairman, secretary, and voting members).

- The IA-RO MIE nominates the members of the assessment team and evaluation committee exclusively on the basis of technical and professional expertise in the relevant area.

- The EC Delegations endorse the teams of assessors and the composition of the Joint Evaluation Committee. The EC Delegations nominate an observer to follow all or part of the proceedings of the Evaluation Committee. Prior approval is needed from the Delegation for the participation of other observers.
• The Joint Evaluation Committee draws up its recommendations and decisions following the assessor team's written assessment of each proposal on the basis of the published evaluation grid.

• The IA-RO MIE approves the evaluation report prepared by the Joint Evaluation Committee and forwards the evaluation report and any award proposals to the EC Delegation.

• The EC Delegation approves (ex-ante) the evaluation report on the selection process and the final list of grants to be awarded.

• The IA-RO MIE notifies each applicant in writing of the result of the selection process.

4. **CONTRACTING (PAO DESIGNATED IN THE RESPONSIBLE IMPLEMENTING AGENCY) FOR EACH COUNTRY:**

• The format of the grant contract is drafted by IA according to the Practical Guide using the standard grant contract format and its annexes.

• The format of the grant contract is to be approved by the EC Delegation (in cases where the call for proposals results in the award of a large number of grants which all have the same grant contract conditions).

• The EC Delegation only approves the evaluation report, the list of proposed projects (budget, duration, beneficiaries etc as per Phare Practical Guide), and the standard contract format, not the contracts themselves irrespective of the budget.

• The IA signs the grant contracts with the selected beneficiaries based on the final list of grants approved by the EC Delegation. The language of the grant contract is English and an official translation of the contract is attached to the signed English language contract.

• Copy of the signed grant contract will be available at the Romanian MIE.

5. **IMPLEMENTATION OF THE SELECTED PROJECTS BY THE BENEFICIARIES**

• Beneficiaries subcontract suppliers of goods or services in line with Phare procurement regulations annexed to the Grant Contract and under the Practical Guide.

• The projects will be subject to ex-post control by the EC Delegation pursuant to the Practical Guide.

6. **FINANCIAL MANAGEMENT OF THE SELECTED PROJECTS**
• The RO IA with the technical assistance of the Secretariat (CBC Regional Office for JSPF) verifies and approves the technical reports and requests payments to the National Fund

7. **Monitoring of the Projects Implemented by the Beneficiaries**

Standard Phare monitoring instruments will be used for monitoring purposes. Attention is drawn to the special duty of the Secretariat with regard to the day-to-day monitoring of the selected projects.

The EC Delegation reserve the right to organise field visits and to monitor on a case-by-case basis the projects selected under the JSPF exercise.