STANDARD SUMMARY PROJECT FICHE

1. Basic information

1.1. CRIS Number: 2002/000-642.01
1.2. Title: Innovation and Technology Development Grant Scheme - INTEG
1.3. Sector: Phare CBC Slovakia - Austria
1.4. Location: Bratislava and Trnava regions

2. Objectives

2.1. Overall objective

To increase the competitiveness of SMEs and strengthen innovation and economic potential in the eligible regions.

2.2. Project purpose

To support innovation and technology transfer through the establishment of technology incubators.

2.3. Accession Partnership and NPAA priority

Accession Partnership

Continue enterprise restructuring and promote private sector development; complete the privatisation process

National Plan for the Adoption of the Acquis (NPAA)

Medium-term priorities (chapter 16 of the NPAA)
- to strengthen the position and stimulate the growth of SMEs
- to increase the competitiveness of SMEs

2.4. Contribution to the National Plan for Regional Development (NPRD)

Development axes of NPRD:
- utilisation, restructuring and development of the productive potential of regions
- enhancement of the innovative capacity of regions

Global objectives of NPRD:
- Support of continuous growth in competitive production

With reference to the SOP for Economic Development, the project will contribute to the following objectives:
- Continuous growth in competitive production and services with special regard to small and medium-sized enterprises
• Restructuring, micro-economic adaptation and stimulating the development of industry

The project is in line with the priority P1 – Cross border economic co-operation of the JDP (Joint Programming Document) for Slovak-Austrian border region, the measures M1 – Development and support of business sites and business infrastructure, M2 – Counselling and Developing of SMEs and cross border business activities, M4 – Strengthening the economic development.

2.5. Cross Border Impact

The proposed grant scheme concentrates on strengthening the regional business support infrastructure through the establishment of technology incubators, which will provide space, qualified services and financing for starting innovative SMEs. The co-operation with similar institutions active in the Austrian border region will be encouraged and enable design and implementation of joints projects in favour of SMEs established in the cross-border region.

Incubators are viewed as a useful economic development instrument to promote new business creation, encourage SME innovation, promote an entrepreneurial environment and create new jobs. Business incubation can be a more cost-effective and sustainable job creation platform than other comparable forms of public investment.

The technology incubators will offer a unique environment, characterised by network development, a good infrastructure and services of high quality and will house SMEs developing highly innovative and technology driven projects, linking with local universities to tap into research expertise.

The existence of business support institutions in the area of innovation and technology development will facilitate the creation of joint-ventures among SMEs from both countries and will enhance the co-operation among research institutions.

The technology incubators will also serve as a border counselling centres for SMEs in the relevant Austrian regions providing them with information and advise on business environment, legislation, partner search etc in the Slovak Republic. At the same time, the project will increase the opportunities of joint projects with Austrian technology incubators notably in the field of life sciences and/or biotechnology, cluster activities etc..

The project is linked to relevant activities carried out in the frame of INTERREG IIIA projects such as Cross Border Life Science Cluster and The Centre of Legal Competence.
3. Description

3.1. Background and justification

The Slovak eligible regions include the regions of Bratislava (Bratislavský kraj) and Trnava (Trnavský kraj), which are the most developed regions. The Slovak part of the cross-border region is the region that developed the most in Slovakia over the past decade. It is a region with the highest GDP (mainly due to Bratislava county) in Slovakia. The educational structure of its inhabitants is characterised by a large share of university-level graduates. Over 37% of its inhabitants have a university degree or a medium-level of education, most of them fall to Bratislava. Bratislava is also the centre of research institutes, universities with the highest concentration of research facilities in Slovakia (169 research institutes i.e. over 50% of all existing research institutes in Slovakia, with more than 12.300 employees). Trnava is traditional academic town with two universities and Machinery Faculty of the Slovak Technical University.

The region has a long tradition notably in the chemical, food and pharmaceutical industry. The SME sector in the border region has a share of 38.5% of legal entities and 26.2% of small trade licensees on the overall number of SMEs in Slovakia.

On the other hand there are several factors, which negatively influence further development of economic potential and innovation capacity of the region, inter alia:

- Increasing difficulties with the consequences of structural changes
- Underdeveloped business centres and inter-regional business co-operation
- Absence of institutional framework for providing advisory services to enterprises
- Lack of space suitable for business
- Limited development of SMEs notably in the rural areas
- Inadequate financial means available
- Absence of innovative centres for SME
- Brain drain

The absence of innovative centres and space available mainly for innovative SMEs (in the whole border region there is only one Business and Innovation Centre located in Bratislava), insufficient financing of innovative projects does not allow higher level of cross-border co-operation among research institutions and SME sector.

This grant scheme takes into account the above-mentioned constraints as it concentrates on strengthening the regional business support infrastructure through the establishment of technology incubators, which will provide space, qualified services and financing for starting innovative SMEs. The co-operation with similar institutions in the Austrian border region will enable the design and implementation of joint projects in favour of SMEs.
3.2. **Linked activities**

Past Phare Activities:

**Phare CBC 1995-2001**

- Industrial Park Jarovce – Kitsee (study)
- Construction of a science and technology park in Bratislava (study)
- Business Incubator in the city of Malacky

**SR 9906.02 Economic reform**

- Establishment of business incubators in Martin and technology and incubator centre in Banska Bystrica
- SK 0009.01 Improvement of business infrastructure in the Eastern regions of Slovakia – Improvement of business infrastructure environment for SMEs
- Establishment of business incubators in Rožňava and Spišská Nova Ves and technology incubators in Prešov and Košice

Linked activities being undertaken by the Slovak government:

- **Technology transfer** – this project managed by NADSME provides grants to SME’s to develop progressive technologies in the production sector.
- **Support of SMEs via network of business incubators and implementation of research based spin-off method** – programme will support running costs of incubators during the first three years of operation. The technical assistance planned within the programme will design manuals for operation and management of technology incubators and venture funds.

3.3 **Results**

1. Two/three technology incubators will be established and ready to house 30 to 60 innovative start-ups. According to the "European Commission's Report on Benchmarking of Business Incubators" an average space in EU incubators is 3,000 m²; benchmark is 2,000-4,000 m². In order to ensure sustainability and effectiveness, the minimum space should be 1,500 – 2,000 m² per incubator, which will enable to house a minimum of 15 companies. Each incubator will also have premises for seminars and training.

2. Human resources and institution development will be ensured. Staff of the technology incubators will be trained and ready to manage incubator, assist the incubator tenants by providing qualified counselling services and training. Each incubator is expected to have 2-3 managers. Networking with Slovak and Austrian partners will be established. Potential Austrian partners will be identified and possible ways of cross border co-operation and networking will be proposed.

3. Improved access to finance through venture capital funds. A venture fund window will be established with the objective to support the development of new/innovative products and services. As the establishment of venture fund and selection of companies for incubators may go in parallel with construction/reconstruction of incubators premises, it is possible to carry out first investments immediately after
incubators are ready to house the companies. It is expected that approximately 10 projects will be supported in the course of the project.

3.4 Activities

The project includes three components:

1. Grant scheme for the establishment of fully equipped technology incubators suitable to house innovative companies (including construction/reconstruction of suitable premises and supply of furniture and equipment for common spaces and laboratories)
2. Development of human resources, institutional development and training in order to prepare the staff of future incubators.
3. The establishment of the venture capital window for high-tech SMEs within the already existing "Seed Capital Company" will be the third part of the project.

Result 1

Activity 1: Construction/reconstruction of premises for technology incubators

The locations for technology incubators will be selected through evaluation of applications. The grant scheme will only support projects meeting minimal administrative and technical criteria. The recommended space per incubator should be at least of 1.500 m² and the future incubator should be able to house at least 15 companies. Each incubator will also have premises adequately equipped for training activities.

Construction of new premises is eligible; however preference will be given to reconstruction of already existing premises suitable for this purpose (e.g. non used industrial buildings).

After approval of the grant the successful applicant shall be obliged to prepare detailed technical project documentation and arrange building permit no later than three months after the grant contract is signed. The costs connected with design of the technical project documentation and value/purchase of the respective buildings will be considered as a co-financing of the investment.

Means: 2 MEUR (Phare financing) for works. National co-financing is foreseen for the preparation phase of the investment (technical project documentation) and in value of buildings to be reconstructed/ground where the incubators will be built.

Activity 2: Furnishing and equipment for administrative and common services space of the incubators.

Technical equipment and furniture for the incubators in order to make them fully operational. The supply shall concern common spaces of the incubators such as staff offices, training and meeting rooms, laboratories etc. The detailed technical specification
has to be included in the applications, as it has to meet the needs of the respective incubator.

Means: 0.3 MEUR (Phare financing)

Activity 3: Acquisition and preparation of projects/innovative start-ups to be placed in the incubators

The selection and preparation of the potential incubator projects/tenants has to be done before the premises are ready for their accommodation. The activity includes the following components:
- development of the training curricula and modules for the selected trainees willing to improve and strengthen the capability in innovation and technology through courses in management, marketing, cross-border co-operation, establishment of joint ventures etc.
- organisation of the related training courses
- design of the three-year business plans for future tenants

Means: 0.4 MEUR (Phare financing)

Organisations eligible for support shall be from the non-profit sector:
- Municipalities
- Universities
- Research Institutions
- Industrial and technology parks
- Associations of a/m institutions
- Associations established on a public-private partnership

Applicants have to be registered in the region of Bratislava or Trnava.

Projects selected for financing have to fulfil following criteria:

CBC Criteria
Cross-border impact – contribution of the project to the development of cross-border region and cross-border co-operation

Selection criteria (in accordance with the Grant Scheme, Chapter VI. of PRAG):

Documentation required for application:
- Business plan for technology incubator justifying the rationality of the investment including also rates of return and environmental impact
- Statement of the applicant on his ability to obtain relevant permits (e.g. building permit) no later than 3 months after contract signature
- Certification of settled ownership conditions.
Relevance:

- Conformity of technology incubator operation with wider regional (technology) development strategies
- Clear definition of target groups and adoption of admission criteria that focus on projects where an incubator can genuinely add value

Methodology:

- The preparedness and elaboration of the project proposal.
- Support of project by broadly based partnership
- The rationality of the project proposal.
- Realistic time-schedule for implementing the project proposal.

Sustainability:

- Guaranteed sustainability of the technology incubator in the future
- Beneficial social, economic and environmental impacts of the project
- Possible multiplier effects of the project

Budget and cost effectiveness:

- Reality and transparency of the financial plan of the project proposal.
- Justification of the planned budget,
- Cost effectiveness of the project.

Management capacity and expertise:

- Availability of the necessary personal, technical expertise, management capacity and institutional capacity for the implementation of the project proposal.

Result 2

Human resources and institution development - Training of the business incubator staff, networking and promotion of the incubators

- Training of the incubators' staff
- Identified possibilities for information exchange, networking links and cooperation with similar institutions in the bordering region of Austria
- Incubators promotion campaign

Activity 1 - Training of the incubators' staff

The permanent staff of the incubators will be trained in order to provide quality services for incubator tenants. The training is envisaged in the field of business planning, marketing, technology transfer, protection of intellectual property, cluster management, risk financing etc. The transfer of know-how on technology incubator management has to be ensured. The site visits/training of Austrian technology incubators are also foreseen.
Activity 2 - Information exchange, networking links and co-operation with similar institutions in the Austrian border region

The co-operation with Austrian technology incubators/parks and other relevant institutions will be established through organisation of workshops and seminars on specific topics with co-operation partners (e.g. Austrian market, legal aspects, institutional framework, etc.).

Activity 3 - Incubators promotion campaign

To raise public awareness on technology incubators mission and activities, the promotion campaign shall approach relevant national and local partners and business communities. The core of the campaign will be two regional workshops organised in the border regions. In addition, further awareness will be ensured through press releases and press conferences for local and national mass media.

A pool of short-term experts with adequate expertise in the field of co-operation, networking activities and training will be recruited to assist the Slovak authorities to carry out the above activities (1, 2 and 3).

Means: 0.4 MEUR - Phare financing.

Result 3

Creation of the venture capital window

Venture fund will be located directly to the already existing "Seed Capital Company" in order to support selected innovative projects/start-up companies placed in the respective incubator. The operations of the venture capital window has to follow the operational manuals, Specific guidelines and Guidelines for Applicants, developed by the National Agency for Development of Small and Medium Enterprises (NADSME).

Phare funds have already been channelled through the "Seed Capital Company" in past years (1997 and 1999 National Programmes).

Means: 0.4 MEUR (Phare contribution).

3.5. Lessons learned

Relevant experience from previous Phare financed projects has been taken into due consideration when designing this project (1999 and 2000 National Programmes - construction of business incubators in selected regions).

Existing For example in Austria there are already 75 business incubators operating or in the process of being established. Some 18 of these are technology centres and around five demonstrate the full set of business incubator characteristics.
The centres are seen as playing a very important role in the development of regional technology strategy as whole.

On the basis of the experience cumulated in some Member States, the key factors to be taken into consideration in the incubator management are the importance of a broader regional technology strategy, the incubator technical infrastructure (e.g. high speed internet access), networking between tenant companies and quality of business support services

4 Institutional Framework

The recipient institution is the Slovak Ministry of Construction and Regional Development (responsible for the monitoring of the overall programme implementation).

The National Agency for Development of Small and Medium Enterprises (NADSME) will be the relevant Implementing Agency for this programme. The duties of NADSME will be defined in a Memorandum of Understanding (MOU) between the Slovak Ministry of Construction and Regional Development (responsible for the programming tasks of all CBC programmes) and the NADSME and endorsed by the EC Delegation. These duties will also include the supervision of the venture capital fund, the development of operational manuals and guidelines for operation of venture capital fund.

A Monitoring Committee including representatives of Ministry of Economy, Ministry of Construction and Regional Development, NADSME and the relevant regional authorities (VUC) will also be established to review the work under the project and approve key documents.

The Evaluation Committee will include representatives (voting members) of the relevant self-governing regions (VUC), Ministry of Economy – Department of SME Support Programmes, Investment and Industrial Research and Development, Ministry of Construction and Regional Development - Department for Programming of Regional Development and Co-ordination of Structural Instruments and NADSME. On the Austrian side (observers) will be nominated from the representatives of the Ministry of Economy and Labour and the representatives of the three Lower Austrian NUTS III regions of Weinviertel, Wiener Umland Nord, Wiener Umland Süd, Nordburgenland.. Representative of EC Delegation and the city of Vienna will be always invited to participate at the meetings of the Evaluation Committee as observers. The evaluation of the projects will be carried out by assessors. The project beneficiaries will be the successful applicants of the grant scheme, who will act as the Contracting Authority for the works and supply contracts. The beneficiaries will become owners of the assets after project completion.
5. Detailed budget

<table>
<thead>
<tr>
<th>Phare support</th>
<th>Investment</th>
<th>IB</th>
<th>Total Phare (=I + IB)</th>
<th>National Co-financing (*)</th>
<th>TOTAL</th>
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</thead>
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<td>Grant scheme</td>
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<td>2.7</td>
<td>0.9</td>
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<td>HRD</td>
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<td>0.4</td>
<td>-</td>
<td>0.4</td>
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<td>Venture fund</td>
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<td>0.4</td>
<td>0.4</td>
<td>0.8</td>
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<td>0.4</td>
<td>3.5</td>
<td>1.3</td>
<td>4.8</td>
</tr>
</tbody>
</table>

(*) The co-financing will include the costs of technical project documentation and the value of the ground and of the buildings. Should the need arise, the Slovak government will ensure the additional co-financing necessary for the completion of the relevant projects.

Implementation arrangements

4.3 Implementing Agency

National Agency for the Development of SMEs
Mr. J. Majtán, Director-General (PAO)
Address: Prievozska 30, Bratislava
Phone: +421-2-53 41 73 28, 30, 06
Fax: +421-2-53 41 73 39

4.4 Twinning – not applicable

4.5 Non-standard aspects – a grant scheme will be implemented under the project according to the procedures and regulations set out in the PRAG.

4.6 Contracts
As regards the activities related to Result 1 (depending on the actual results of the selection process), it is envisaged that 2 or 3 technology incubators will be financed through this grant scheme and 2 or 3 works and supplies contracts will be signed
One or two services contract(s) will be concluded as regards the HRD component.
A Memorandum of Understanding concerning the venture capital window will be signed between the NADSME and the Seed Capital Company.

5 Implementation schedule

5.3 Call for proposal: 1st quarter 2003
5.4 Start of project activity: 3rd quarter 2003
5.5 Project completion: 3rd quarter 2005

6 Equal opportunity

Equal opportunity principles and practices in ensuring equitable gender participation in the project will be guaranteed.
7 Environment

An environmental impact study will be a requirement of each individual application that it provides information on environmental impact.

8 Rates of return

Rates of return will be defined for each individual grant scheme application. The selection criteria are described under the relevant activities and include: financial sustainability, budget effectiveness and budget accuracy. The individual applications submitted to the IA for grants shall determine the rates of return of individual investments.

11. Investment criteria

11.1 Catalytic effect:
The Phare contribution will help meeting the development needs outlined in the Joint Programming Document (JPD) of the Austria–Slovakia border region. The Phare contribution will play a catalyst role in accelerating investments in this field.

11.1.1 Cofinancing:
The project will be jointly co-financed between Phare and national resources. The ratio - 75% Phare and 25% national co-financing for investment - is binding (co-financing will include the costs of technical project documentation+ value of ground/buildings)

11.2 Additionality:
Financial support to be provided by Phare will not replace any other funding.

11.3 Project readiness and Size:
A draft of the Call for Proposal, Application form, Guidelines for applicants and Grant Contracts will be elaborated by all concerned organisations by the time of signing the Financing Memorandum. All documents shall be prepared according to the PRAG template and submitted to the Delegation for endorsement prior to the launch of the Call for proposals.
Only projects ready for tendering no later than three month after contract signature can be supported.
The non-refundable grant is limited to a maximum of 1,45 MEUR per project. The minimum amount of the grant is 0,95 MEUR.
The Phare contribution to the project is € 3.5 million and meets the minimum project size requirements.

11.4 Sustainability:
The beneficiaries will be responsible for the sustainability of the project and will provide the administrative staff and the necessary funds for the operational costs. The ability of the applicant to finance the long-term operation and maintenance of the technology
incubators and venture capital funds shall be proved in the application and checked at the project selection phase.

11.5 Compliance with state aids provisions
All actions financed by Phare will respect the state aid and competition provisions of the Europe Agreement.

11.5.1 Contribution to National Development Plan
The project proposal is in line with the priorities identified in the National Development Plan.

12. Conditionality and sequencing

Co-financing must be timely made available by the relevant Slovak authorities.
Annexes to Project Fiche

1. Logical framework
2. Detailed implementation chart
3. Contracting and disbursement schedule
<table>
<thead>
<tr>
<th>LOGICAL FRAMEWORK PLANNING MATRIX FOR:</th>
<th>Program name and number</th>
<th>Sheet no.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Innovation and Technology Development Grant Scheme</td>
<td>2002/000.642.01</td>
<td></td>
</tr>
<tr>
<td>Contracting period expires: 30.11.2004</td>
<td>Disbursement period expires: 30.11.2005</td>
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<tr>
<td>Total budget (MEUR): 4.8</td>
<td>PHARE budget (MEUR): 3.5</td>
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<table>
<thead>
<tr>
<th>Overall Objectives</th>
<th>Objectively Verifiable Indicators</th>
<th>Source of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>• To increase the competitiveness of SMEs and strengthen innovation and economic potential in relevant regions</td>
<td>• Number of SME's with innovative potential in the regions increased</td>
<td>• National Statistics Office reports</td>
</tr>
<tr>
<td>• To develop employment in order to avoid migration of educated human resources to border countries</td>
<td>• Number of new products and services developed</td>
<td>• Business register</td>
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<tr>
<td></td>
<td>• Number of new jobs created (50 at the and of the project, other 50 during the next three years)</td>
<td>• National labour office records</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Purpose</th>
<th>Objectively Verifiable Indicators</th>
<th>Source of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>To support innovation and technology transfer through the establishment of technology incubators</td>
<td>• 2-3 technology incubators established</td>
<td>• Ministry of Economy records</td>
<td>• Favourable and stable conditions for the development of SME's (financial and legal)</td>
</tr>
<tr>
<td></td>
<td>• venture capital window created</td>
<td>• Business register</td>
<td>• Applications meet minimum administrative and technical requirements</td>
</tr>
<tr>
<td></td>
<td>• Number of common projects among research institutions/universities and SME sector started at the end of the project</td>
<td>• Technology Incubators records</td>
<td>• Co-operation links among universities and SME's established</td>
</tr>
<tr>
<td></td>
<td>• Number of new patents developed</td>
<td>• Patent Office records</td>
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<tr>
<td>Results</td>
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<td>------------------</td>
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<tr>
<td>• Technology incubators established and ready to accommodate innovative start-ups</td>
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<tr>
<td>• Access to finance through venture capital window improved</td>
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<tr>
<td>• Staff of the technology incubators trained</td>
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<tr>
<td>• Networking and co-operation with Slovak and Austrian partners established</td>
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<table>
<thead>
<tr>
<th>Objectively Verifiable Indicators</th>
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<tbody>
<tr>
<td>• 1,500 m² space in one incubator on average</td>
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<tr>
<td>• Min 15 innovative start-ups located in each incubator</td>
</tr>
<tr>
<td>• 10 investment from the venture capital window carried out</td>
</tr>
<tr>
<td>• Min 6 employees trained</td>
</tr>
<tr>
<td>• Number of partners meetings, workshops and seminars</td>
</tr>
<tr>
<td>• Territorial data of SK/A cross border region (regional economic development, development of business locations, co-operation in Education/Science/Research and strategic elements/instruments for realisation included)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Source of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Ministry of Economy records</td>
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<tr>
<td>• NADSME records</td>
</tr>
<tr>
<td>• Technology Incubators records</td>
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<table>
<thead>
<tr>
<th>Assumptions</th>
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</thead>
<tbody>
<tr>
<td>• SME state support programmes are functional</td>
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<tr>
<td>• Guidelines for operation of Technology incubators and Venture Capital window are developed</td>
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<table>
<thead>
<tr>
<th>Activities</th>
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</thead>
<tbody>
<tr>
<td>1. Construction/reconstruction of premises for technology incubators</td>
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<tr>
<td>2. Furnishing and equipment of the administrative and common services space of the incubators</td>
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<tr>
<td>3. Selection/preparation of tenets</td>
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<tr>
<td>4. Creation of venture capital window</td>
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<tr>
<td>5. Training of the business incubator staff, networking and promotion of the incubators</td>
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<table>
<thead>
<tr>
<th>Means</th>
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<tbody>
<tr>
<td>Grant/Works</td>
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<tr>
<td>Grant/Supply of equipment</td>
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<tr>
<td>Grant</td>
</tr>
<tr>
<td>Contract with the Seed Capital Company</td>
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<tr>
<td>Service contract with selected consultant</td>
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<table>
<thead>
<tr>
<th>Cost (Phare only)</th>
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<tr>
<td>2.7 MEUR (covering activities 1, 2 and 3)</td>
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<td>0.4 MEUR</td>
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</table>

<table>
<thead>
<tr>
<th>Assumptions</th>
</tr>
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<tbody>
<tr>
<td>• Co-operation among relevant institutions (universities, research institutions, business organizations and relevant local partners) ensured in the cross border region</td>
</tr>
<tr>
<td>• Public and private resources for co-financing available</td>
</tr>
</tbody>
</table>

Preconditions: Timely provision of the co-financing
<table>
<thead>
<tr>
<th>Project Component</th>
<th>Result 1</th>
<th>Result 2</th>
<th>Result 3</th>
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<td>Q</td>
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<td>Q^2</td>
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**ANNEX 2**

**DETAILED IMPLEMENTATION CHART**
ANNEX 3

CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE (in MEUR)

<table>
<thead>
<tr>
<th></th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
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<td>II</td>
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<td>0.8</td>
</tr>
</tbody>
</table>