1. Basic information

1.1. CRIS Number: SK 2002/000-635.03; PL 2002/000-640.03
1.2. Title: Joint Small Project Fund (JSPF)
1.3. Sector: Slovak Republic/Poland Cross Border Co-operation
1.4. Location: The Joint Small Project Fund will finance small projects for the Programme area described in the Joint Programming Document, in particular: in the Slovak Republic, the following regions: (Žilina) Region and (Prešov) Region; in Poland, the following three Voivodships: Śląskie Voivodship (Silesia), Małopolskie Voivodship, Podkarpackie Voivodship. The cross border area is constituted by the following Polish-Slovak Euroregions: Karpacki, Tatry, Beskydy

2. Objectives:

2.1 Overall objectives
The CBC 2002 Programme aims at achieving a satisfactory living standard and economic competitiveness for the Slovak and Polish border inhabitants by taking advantage of the location, natural and cultural potential and the traditionally active community.

2.2 Project Purpose
The sub-projects of the JSPF are tailored to support development in particular in the fields of small-scale activities across the border according to the priorities and measures set up in the Joint Programming Document. The Small Project Fund is supporting mainly the following fields: local democracy, economic development and tourism, cultural exchanges, ecology, health, information and communication.

2.3 Accession Partnership, NPAA – relation to the EU integration: The JSPF plays a key part in the process of preparation of Slovakia and Poland for accession to EU, in particular through the capacity building dimension of local/regional actors. These funds are a part of a process of creating "integration-minded" border regions. The project represents thus an important element in the preparation of Slovakia and Poland for the adoption of Structural Funds. In addition, the project supports the social and economic integration between the border regions of the candidate countries.

2.4 Cross-border impact of the projects
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 emphasizes projects with a cross-border impact and encourages the development of linkages between the communities’ (organisations) institutions on either side of the border. In general, the “people-to-people” character of the individual projects and the general direction of the fund guarantee a high degree of cross-border relevance of the scheme.

3. Description

3.1 Background and justification:
The eligible area from both Slovak and Polish side of the border is covering 36.334 km2 where 31,5% is situated in Slovakia. The common border between Slovakia and Poland extends for 547,1 km. Along the Slovak / Polish border region live in total 4.614.418 inhabitants.

The Joint Small Project Fund (JSPF) will be established in alignment with the Commission Regulation (EC) No 2760/98 concerning the implementation of a program for cross-border co-operation in the framework of the PHARE programme. Together with large-scale activities, supported from the main part of the programme, it will be a complementary tool in the framework of pre-accession measures in support of the regional development.

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The Joint Small Projects Fund (JSPF) Poland – Slovak Republic 2002 is the continuation of this programme from last year (the JSPF Poland-Slovak Republic 2001). Past experience from the last year demonstrated that the fund approach is an efficient mechanism to address small-scale intervention. Moreover, funds are an ideal mechanism for the “maturing” of cross-border co-operation through allowing greater possibilities for the definition and preparation of joint projects. To summarize, the continuation of implementing of the JSPF is a logical step forward in the overall context the Slovak Republic’s and of the Poland’s future accession to the EU, and in the specific context of the development of cross-border co-operation and evolution of the Phare CBC programme in the pre-accession context.

3.2 Activities:
The JSPF will provide financial support to small-scale actions in various fields of activities. Eligible actions to be supported under the JSPF are defined in more detail below.

The general aim of the sub-programme within the Phare CBC Programme is to:
- Support the development of co-operation networks and public “forum” between local and regional participants in the SK-PL border regions;
- Foster existing direct “people-to-people” contacts and relations, local co-operation initiatives and events in the border regions, in particular individual sponsorships for participation in workshops, seminars, conferences, congresses and individual scholarships for studies or training courses;
- Provide ongoing assistance in helping participants to the project identification, preparation and completion of skills. Increase personal and institutional capabilities for co-operation and participation in future development programmes in particular for the preparation to the future Interreg Programmes.

The purpose of the support of these projects is to broaden the field of activity of the CBC Programme, to encourage local involvement and to facilitate the implementation of small-scale actions that constitute the basis for larger cross-border co-operation projects. The Fund will support small-scale actions across the following priority areas:

**Local Democracy:**
Schemes will be supported that 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 so forth. Exchange of know-how and experience in education at various levels will also be supported.

**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 enterprises, marketing initiatives, markets, exhibitions and advertising events, and so forth; the creation of cross-border co-operation structures and partnerships among supporting organisations;

**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. 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;

**Environment:**
Projects focusing on specific problems of the environment of the region, such as the drafting of studies, assessment of problems, environmental training, actions aimed at increasing public environmental awareness and so forth.

**Health:**
JSPF will provide funding for measures to promote co-operation in health, particularly the sharing of resources and facilities on a cross-border basis.

Flow of Information:
Projects dealing with the development or establishment of facilities and resources to improve the flow of information and communications between border regions, including support for cross-border radio, television, newspapers and other media.
Besides activities mentioned, the JSPF can support the projects that 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.

The maximum grant per project (Phare contribution) is 50 000 EUR. The minimum grant per project is 1000 EUR (in the relevant documents this minimal threshold may be reconsidered and increased with respect to the administrative capacity of the IA and the relevant regional bodies). The beneficiary’s co-financing contribution to the project is min. 10% of the total eligible costs in the Slovak Republic and 25% in Poland.

4. Institutional framework:
In Slovakia the Implementing Authority (IA) is the Regional Development Support Agency from Ministry of Construction and Regional Development. The Coordinator is Department of Programs of Regional Development and Coordination of Structural Instruments from Ministry of Construction and Regional Development.
In Poland the responsible body for implementing the Joint Small Project Fund is the Ministry of Interior and Administration and within it the Implementing Authority for Phare Cross Border Co-operation Programme.
The Contracting and Implementing Authorities retain overall responsibility for the implementation of the Joint Small Project Fund. This includes in particular the development and issuing of procedures for the operation of the Fund, the general supervision of regional institutions, the control of adherence to the rules and procedures of the Fund, the adaptation of the guidelines where appropriate, the monitoring and evaluation of the Funds results and impact.

The Evaluation Committee
The Evaluation Committee is the ultimate responsible body in terms of selection process and utilization of the JSPF funds. There are 2 Evaluation Committees separate for Poland and Slovak Republic. The CBC IAs in both countries propose the composition of the Evaluation Committees in the respective country. Special observers of the Evaluation Committee are the Representatives of the EC Delegation and the CBC IA from the other side of the border. They adopt the list of the evaluated projects set up by priorities. The Evaluation Committee may use the Assessors Team for project evaluation. The final decision will be ratified by the Regional Steering Committee common for both countries.

The Regional Steering Committee
The Regional Steering Committee (RSC) is the joint Polish-Slovak decision making body of the Fund on the regional level. The RSC is composed on the Slovak side of: representatives of the County Offices for respective regions (Žilina, Presov), Euroregions (Tatry, Karpaty, Beskydy) 2 representatives of self-government (VUC) and 2 representatives of NGO, in total 9 voting members. On the Polish side: Marshals and Voivods from 3 border Voivodships (Śląskie, Małopolskie and Podkarpackie) and Euroregions (Karpaty, Tatry, Beskydy), in total 9 voting members. Representatives of the EC Delegations in Slovakia and in Poland will be always invited to the RSC meetings as observers. Representatives of the Contracting and Implementing Authorities shall be present at the meeting of RSC as non-voting members.
The responsibilities of the RSC are as follows:
- to make the final decision on project selection and provision of grants;
- to supervise jointly and monitor the operation of the Joint Small Project Fund, in particular for joint and mirror projects.
- may establish detailed conditions of JSPF functioning in the framework of existing legal provisions.

The Secretariat
The Secretariat represents the executive JSPF body in the region. Its chief function is to provide technical and special support to the Evaluation Committee, to the Regional Steering Committee and to ensure the everyday implementation and operation of the JSPF. The setting up and operation of the Secretariats (for each border separately) will be ensured by the both Polish and Slovak Contracting and Implementing Authorities. In the Slovak Republic, the above competence will lie with the Implementing Agency. In Poland, the Euroregion administrative body, under the oversight of the Polish Phare IA CBC, provides this function. The Secretariat will in particular ensure sound and professional financial management of the Fund in line with Phare requirements. The Phare contribution may finance indirect (overhead) costs of the JSPF Secretariat up to 7% of total amount of direct eligible costs (overhead and eligible costs as defined in Practical Guide for Phare, Ispa and Sapard contract procedures).

In line with the Practical Guide to Phare, Ispa and Sapard contract procedures, and in order to avoid conflict of interests, Euroregions cannot participate in call for proposal that they manage themselves. However, Euroregions can apply for grants to be awarded through direct agreement under very stricly conditions for projects which are of such nature that they can only be implemented by the Euroregion itself (typically these would concern projects that promote the idea and activities of the Euroregions themselves, projects that promote the activities and results of the SPF and projects that carry out capacity building for potential applicants to the SPF).

The management of the Slovak and Polish Joint Small Project Fund is co-ordinated in particular through the following measures:

- Call for projects launched at the same closest time (-if possible-within the same week time),
- Deadline for accepting project proposals fixed –if possible- at the same date, shall be at least 42 days after the official Call for Proposals. The call for proposals shall be done through open invitations published in the local (regional) press and through other media.
- The Contracting and Implementing Authorities will provide through the Secretariats at least one contact point in every region where questions may be addressed

### 5. Detailed Budget (in MEUR)

<table>
<thead>
<tr>
<th>Items</th>
<th>Investment</th>
<th>IB</th>
<th>Total</th>
<th>Recipient</th>
<th>Recipient</th>
<th>TOTAL</th>
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<tr>
<td></td>
<td>DIS</td>
<td>DIS</td>
<td>Phare (=I+IB)</td>
<td>Slovakia</td>
<td>Poland</td>
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<tr>
<td>PL</td>
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<td>SR</td>
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<td>-</td>
<td>0.468</td>
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<tr>
<td>Total JSPF</td>
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<td>0.800</td>
<td>0.068</td>
<td>0.134</td>
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</tbody>
</table>

### 6. Implementation arrangements:

**In Slovakia:**
Implementing Agency:
Implementing Agency for Regional Development
Ministry of Construction and Regional Development
Špitálska 8
816 44 Bratislava
tel. 00421-2-5975 2819
fax 00421-2-5975 3833

**In Poland:**
Implementing Agency: Ministry of Internal Affairs and Administration, Implementing Authority for Phare Cross Border Co-operation Programme, tel. (+48-22) 695.99.10/11, fax (+48-22) 695.99.12/13

Implementation of the JSPF will follow principles described in the “Joint Guidelines for Applicants to Call for Proposals – budget 2002” which will be jointly developed by the Polish and Slovak Phare CBC IAs. They will require endorsement of the EC Delegations in Warsaw and Bratislava prior to the JSPF launching. They will be based on the “Guidelines for Applicants” for the 2000 and 2001 editions of the programme, the “Memorandum of Understanding” for JSPF 2000-2003, already signed by all the parties and approved by the EC Delegations and the “Practical Guide to Phare, ISPA and SAPARD programmes” (chapter 6 on the “Grants” specifically).

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6.2 Twinning: N/A.
6.3 Non-standard contracts: Polish Procurement Law (on the Polish side) and the Practical Guide to Phare, ISPA and Sapard contract procedures (on the Slovak side) will be followed.
6.4 Contracts:
As this is a Small Project Fund, with a minimum of Phare funding equal to 1000€ and a maximum of Phare funding of 50,000€, it is impossible to indicate the number of contracts that will be concluded following the implementation of this project. The average number is 400,000/(51,000/2)=16 contracts per beneficiary country.

7. Implementation Schedule:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signing contracts with JSPF Secretariats</td>
<td>1st quarter 2003</td>
</tr>
<tr>
<td>Development and approval of the „Guidelines for Applicants“</td>
<td>2nd/3rd quarter 2003</td>
</tr>
<tr>
<td>First calls for proposals:</td>
<td>4th quarter 2003</td>
</tr>
<tr>
<td>Contracting</td>
<td>1st quarter 2004</td>
</tr>
<tr>
<td>Completion of projects</td>
<td>4th quarter 2004</td>
</tr>
</tbody>
</table>

8. Equal opportunity:
Equal opportunity will be respected in all aspects of the project.

9. Environment
The environmental effects are negligible if not transitory from the projects.

10. Conditionality and sequencing:
The condition for going ahead is that the relevant mandated bodies are established and since these are existing, institutions the requirements of this stipulation are satisfied from the outset.
Annex 1 - LOGFRAME PLANNING MATRIX FOR

Joint Small Project Fund

Programme name and number:  
Date of Drafting: 08/2002

Contracting period expires:  
30.11.2004

Disbursement period expires:  
30.11.2005

SK 2002/000-635.03; PL 2002/000-640.03

<table>
<thead>
<tr>
<th>Overall Objective</th>
<th>Objectively Verifiable Indicators</th>
<th>Sources of verification</th>
<th>Assumptions and Risk</th>
</tr>
</thead>
</table>
| Development of the Slovak-Polish border region | Sustainability of projects implemented by cyclical events as well as cross border co-operation agreements (at least 50% of projects are sustained) | *How:* adequate reports  
*When:* 3 years after project completion  
*By whom:* Secretariats and CBC IA | Continued commitment of both Governments towards the priorities of the Phare CBC Programme and regional development. |

<table>
<thead>
<tr>
<th>Project purpose</th>
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</table>
| To support development in the fields of small-scale activities across the border according to the priorities and measures set up in the JPD (supporting mainly the following fields: local democracy, economic development and tourism, cultural exchanges, ecology, health and information and communication links) | • At least 15 cross border co-operation agreements signed (within the field of local bodies and economic development)  
• At least 5 events from those financed through SPF are organised for the first time and are of cyclical character. | *How:* adequate reports  
*When:* 1 year after project completion  
*By whom:* Secretariats and CBC IA |

| Results | |
|---------|-------------------------|----------------------|
| • Several sub-projects fulfilling the objectives of the JPD (for example: festivals, sporting events, trainings, conferences, publications, promotion events, tourist facilities, etc.) | • 40 – 60 publications (maps, guides, research studies, analyses, conceptual studies, and similar)  
• at least 60 events (of different character ) | *How:* adequate reports  
*When:* immediately after project completion  
*By whom:* Beneficiaries, Secretariats and CBC IA (summary on SPF) |

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Costs</th>
<th></th>
</tr>
</thead>
</table>
| • All activities necessary for efficient implementation of each particular project (for example: hiring of the venue, employment of experts, promotion, drafting technical documentation) | It is anticipated that:  
• 80 - 170 contracts will be signed for SPF implementation - total EUR 1.002.000 | Phare Funds – EUR 800.000  
Local Funds - at least EUR 202.000 |

<table>
<thead>
<tr>
<th>Assumptions and Risk</th>
</tr>
</thead>
</table>
| • Lack of sustained interest of the local / regional actors in development and co-operation.  
• Poor of microeconomic situation in the country and the region.  
• Lack of SPF promotion as the fund promoting new projects (implemented for the first time). |

<table>
<thead>
<tr>
<th>Precondition:</th>
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<tbody>
<tr>
<td>Financing Memorandum signed and Guidelines for applicants approved</td>
</tr>
</tbody>
</table>

| ORIGINA |
### TIME IMPLEMENTATION CHART FOR PROJECT NUMBER

**Joint Small Project Fund**

<table>
<thead>
<tr>
<th>Component</th>
<th>2003</th>
<th>2004</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>1Q</td>
<td>2Q</td>
</tr>
<tr>
<td>JSPF</td>
<td>T</td>
<td>T</td>
</tr>
</tbody>
</table>

**T:** Tendering  
**C:** Contracting  
**I:** Implementation

### CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE (MEUR)

**SK – PL**

<table>
<thead>
<tr>
<th></th>
<th>2003</th>
<th>2004</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1Q</td>
<td>2Q</td>
</tr>
<tr>
<td><strong>Contracted</strong></td>
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<tr>
<td><strong>Disbursed</strong></td>
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<td>0.6</td>
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