1. **Basic Information**
   1.1 Désirée Number: SK0009.03
   1.2 Title: Human Resources Development through counselling and training at regional level
   1.3 Sector: Economic and social cohesion
   1.4 Location: Eastern Slovakia (priority region)

2. **Objectives**

2.1. **Overall Objective:**
   - Strengthening of the economic and social cohesion of the Slovak Republic through Human Resources Development and capacity building of regional employment policy implementation.

2.2. **Immediate objective:**
   - Fostering the employability of disadvantaged groups and facilitating access to employment through active employment measures contributing to social inclusion.

2.3. **Accession Partnership and NPAA Priority**

   Accession Partnership - medium-term priorities

   Economic an Social Cohesion - “to develop national policy for economic and social cohesion, prepare for the implementation of regional development programmes and Community initiatives, improve administrative structures and clarify responsibilities for regional policy issues, organise the budgetary system and procedures according to the Structural Funds standards, including appraisal and evaluation.”

   This project refers to NPAA, Chapter 3. The ability to accept the membership conditions, subchapter 3.5. Economic and Social Cohesion, part 3.5.1. Employment and Social Policy – mid-term priority in the field of Employment policy – training and re-training programme implementation responding to the labour market demand and qualification of registered unemployed as well as support of preparation and implementation of regional and local employment programme development.

   The revised NPAA includes the Slovak Government's Employment Policy until 2002 (the Decree adopted in October 1999) which defines the measures of Governments Programme Declaration implementation in the field of employment policy, stressing the need to adjust the national employment policy to the European Employment Strategy.

2.4. **Contribution to the National Development Plan**

   The Government Decree No.: 923/1999 has approved the priority region for the implementation of the Integrated Regional and Social Development Plan and PHARE support investment as follows:

   Eastern Slovakia including the following regions: Prešov, Košice, Banská Bystrica.
The above document has defined 4 strategic priorities:

- Production sector development support and competitiveness strengthening
- Human Resources Development and social supportive measures
- Regional integrity and sustainable development
- Agricultural and rural development

Under the strategic priority "Human Resources Development and social supportive measures", some priorities and measures have been identified:

- Addressing unemployment and flexibility of human resources
- Development of civil initiatives in municipalities and regions and the participation of citizens in territorial decision-making
- Modernization of public administration
- Development of life-long learning
- Social and cultural development of communities in municipalities and regions
- Higher social cohesion through support for the development of the human resources of marginalised groups
- Improving the health of the population and social cohesion of society.

The HRD Component in priority region refers mainly to:

- Solving the unemployment and flexibility of HRD
- Enhancement of active employment measures as a systematic approach to foster employment
- Training and re-training of the workforce in accordance to the regional and local labour market needs
- Provision of lifelong learning opportunities
- Support to social inclusion of disadvantaged and marginalised groups excluded from the labour market

The integrated part of the NDP are Regional Operational Plans of the priority regions which identify potential sectors of development, including the human resources development component as complementary to the development in the sectors. The fundamental principals have been formulated to indicate the relationship, co-operation and better link between economic, social and human resources development policies and employment policy.

3. Description

3.1 Background and justification

The transformation process undertaken since 1990 has led to a sharpening of economic disparities in comparison with EU countries, especially in the past three years. Restructuring of economy, privatisation and decentralisation over the last ten years resulted in significant job losses, under-employment and increased unemployment rate 20.5% (January 2000).

As a consequence of introducing the market economy, some regions in the Slovak Republic have faced the decline or collapse of activity sectors such as coal mining, steel and heavy industry, chemistry and heavy machinery industries.
As a matter of fact, the workforce does not respond the current demands of the regional labour market and this phenomenon has increased the discrepancies between regions in the Slovak Republic.

A strategy has been formulated combining all the aspects and factors of regional development, including infrastructure, technology, SME’s, education and training, giving the regions a new economic orientation through “The Integrated Regional and Social Development Plan in the Slovak Republic” and draft Regional Operational Programmes (ROP’s).

ROP’s are being elaborated with the support of SPP advisors for regional development and activities proposed under this project are focused on the implementation of the regional development instruments targeted on Human Resources Development component.

ROP’s follow the Employment Policy Concept, elaborated by the Ministry of Labour, Social Affairs and Family (MOLSAF), including the National Employment Plan, until 2002. The policy papers considered the long-term macroeconomic development impact on the labour market development.

The short-term priority for the current situation in the Slovakia is the focus on the decreasing unemployment rate, notably in most vulnerable groups at the labour market and the creation of suitable conditions to prefer work incomes rather then social benefits and the elimination of “black work”. To provide meaningful interventions to assist the disadvantaged groups – long-term unemployed, young people who have completed their education without acquiring professional education, school drop-outs, ethnic groups, women entering or returning to the labour market and move them from exclusion to the world of labour is considered as a key priority to combat unemployment.

The medium-term priorities include the implementation of re-training programmes to secure a link between the labour market demand and the qualification structure of registered unemployed and employed, including the disabled and marginalised groups (2000-2002) and providing support for the preparation and implementation of regional and local employment development programmes (2000-2002).

In the past, the National Labour Office spent considerable funds for active labour market policy implementation as well as the unemployment benefits. The dramatic increase of unemployment rate in the past three years (20.5% in January) resulted in a similar increase of resources devoted to passive labour market measures. As a consequence, the share of its funds available to cover training and employment programmes for unemployed or those who are excluded from the labour market significantly decreased. The government of the Slovak Republic has approved the priority region Slovakia – East for Phare support investment, to implement the Integrated Regional and Social Development Plan, focused on Human Resources Development. The proposed activities of submitted project are focused on improving the employability of the most disadvantaged groups of the Region, and thus facilitating their access in the labour market, mainly through counseling and training.
3.2 Linked activities:

EU/Phare Programmes implemented by the Ministry of Labour, Social Affairs and Family, Ministry of Education, National Labour Office, National Agency for Development of SMEs include:

PHARE 1993 Programme – Vocational Education and Training Reform
Project SR 9408-01 Labour market policy and legislation development
Sub-project SR 9408 01-01 Active labour market policy resulted in comparative studies, and recommendations and practices for effective active labour market policy tools application.
Subproject SR 9408 01-02 PALMIF (Pro-Active Labour Market Interventions Fund)
PALMIF pilot projects implementation in 1991 – 1998 as small pilot projects tested topics on legislative amendments in employment policy and contributed to create new job opportunities in selected regions. 43 pilot projects in 5 rounds have been implemented.
Subproject SR 9408 01-03 Adult Training and Retraining in the SR described the scope and the capacity for training and retraining of adults in Slovakia with training facilities of public and private sectors.
Subproject SR 9408 01-04 – Occupational counselling contributed to improve counselling services for the labour market by establishing and providing equipment for 8 information-counselling centres in Slovakia and developed information-counselling SW “Occupation for you”.
Subproject SR 9408 – 01-05 LEDA contributed to development of local employment in the micro-region Želiezovce.
Subproject SR 9408 – 22/01/1 Development of new occupation classification system included analytical and comparative study in accordance with the ISCO
Project SR 9408-03-Staff Training
Subproject SR 9408 – 33-01-1 Development of new training and training of trainers was focused on the development of new courses, on recent multi-media techniques applications, as well as on the development of participative teaching methods and training skills.
Subproject SR 9408 – 33-01-2 International conference on employment services staff training supported by NLO with participation of the representatives of the CEC.
Subproject SR 9408 – 03/01/2, 03/01/3 Development of training and didactic documents focused on said materials and curricula development (change management, personal development of manager, legislative minimum for managers) in a form of a portfolio, as well as a pilot video-programmes “How to negotiate with clients”.

The proposed project is linked to the package of Economic and Social Cohesion sub-project: Business Related Infrastructure, Micro-Loans and Seed Capital. This project focuses on building the human resources potential to support these projects.

3.3 Results:

The project is focused on achievement of the following results:

1. Regional Human Resources Development through enhancing employability of most disadvantaged groups
2. Local operators’ capacity building in vocational guidance, counselling and supportive services reflecting the regional and local labour market strengthened
The results will contribute to fostering the employability especially by:

- Increasing employment in the priority regions achieved by improvement of new skills of labour force matching the regional and local labour market needs and SME requirements
- Decreasing number of unemployed from disadvantaged groups, especially young people
- Providing counselling and guidance back to the labour market to the target groups
- Providing training to adapt and develop the labour force to the regional and local needs for target groups

3.4. Activities:

The project will be implemented in the target region of Eastern Slovakia, i.e. in Kosice, Presov and, Banská Bistrica regions.

1.1. Local labour market assessment in the three regions.
This includes the:
- Identification of priority districts,
- Identification of most disadvantaged populations,
- Identification of local labour market needs, especially in terms of skill gaps,
- Identification of relevant selection criteria for each region.

1.2. Analysis of local training supply available
With the particular aims to:
- design training packages suitable to most disadvantaged groups.
- identify needs for training the trainers.

1.3. Training of counsellors and trainers.
- Training the counsellors in district labour offices,
- Training the trainers in selected training institutions,

1.4. Counselling and training of most disadvantaged groups

Counselling
The selected final recipients (hereafter the trainees) will undertake the following cycle:
1. Starting point with an interview with the trainee's personal counsellor: "Check up"
2. Designing a personal employment action plan, with the help of the counsellor
3. If the need is identified on the personal employment action plan of the trainee, the latter will have the option to undertake training
4. Final evaluation interview with the trainee's personal counsellor.

Training
The type of training delivered will fit the needs of the trainees but also be consistent with the local labour markets in terms of job opportunities.
The number and type of training courses offered will result from the technical assistance assessment.

Target populations: this project will be run in parallel for two target population.
- The young unemployed, especially drop-outs;
- The most disadvantaged groups. In this case, the identification of target groups will result from the local labour markets assessments.
3.5. Outputs:

- Strengthening of the managing capacity of the National, Regional and local institutions designing and implementing Active Labour Market Policy
- The training capacity of the selected public or private training institutions will be enhanced.
- Counseling and training will be delivered to the target groups.

3.6. Inputs:

Technical assistance for:
- Assessment of local labour market in the three regions
- Analysis of the local training supply available
- Designing of training packages for most disadvantaged groups
- Training the counsellors
- Training the trainers
- Overall project management

1 EU expert (6 m/m) , who will ensure overall co-ordination of the T.A., including Labour Market assessments, establishing selection criteria lists and monitor the project implementation. He/she will be assisted by some local short-term experts.

1 EU expert (6 m/m). He/she will focus on the co-ordination of training aspects, identification of training supply, assessment of training quality, designing training packages for trainees, identification of needs for training the trainers and training the counsellors, participating in establishing selection criteria lists and co-ordination of the training for trainers and counsellors. He/she will be complemented/assisted in carrying out the above activities by some local short-term experts.

The delivery of training for trainers and for the counsellors will be implemented by some local short-term experts (at least one per region).

3.7 Eligibility

- Vocational Education Institutions
- Public and private vocational training institutions, which have received the Ministry of Education accreditation.
- Counsellors trained will be part of the staff of the relevant District Labour Offices
- Trainees - Registered unemployed or excluded from the labour market, according to the established selection criteria.

4. Institutional framework

4.1 Involved institutions

The Ministry of Regional Development and Public Works has the overall responsibility for Regional Operational Plans implementation. Its role will be to ensure the consistency of project implementation with Regional Development policy in the target region. For this purpose, its representative will chair the National Monitoring Committee of the project (see below).
At the National level, the project will be monitored by the Ministry of Labour, Social Affairs and, Family, which will provide political guidance in line with the National Employment Strategy and, implemented by the National Labour Office. The National Labour Office will co-ordinate the technical assistance. It will also act as the secretariat of the National Monitoring Committee (send invitations, be in charge of minutes, etc.)

The project will be implemented in Eastern Slovakia, the NUTS II Region identified as the Target Region for Phare 2000 concentration in the Integrated Plan of Regional and Social Development in the Slovak Republic and focused in NUTS III Košice Region, Prešov Region and Banská Bystrica Region.

The decentralised management will be conducted at NUTS III Level by the Regional Labour Offices, in Košice, Prešov and, Banská Bystrica. They will act as the secretariats of the regional selection committees.

The counselling activities will be conducted per district, by the staff of the District Labour Offices.

These Districts Labour Offices will also be responsible for information campaign about counselling and training opportunities.

A National Monitoring Committee will be set up at the National Level. The representative of the Ministry of Regional Development and Public Works will chair the Monitoring Committee.

The Ministry of Labour Social Affairs and, Family will co-chair this Monitoring Committee, which will also comprise representatives from the Ministry of Education and Science, the Ministry of Economy, the National Labour Office, the relevant NGO's, the European Commission, and social partners.

Three Regional Selection Committees of the project will be set up, one for each NUTS III Regions involved. These Selection Committees will be chaired by the Regional Labour Office. The base of these selection committees will be the Self-governing Committees but broaden to involve representative of relevant regional stakeholders.

The Self-Governing Committees of the National Labour Office which are built on a tri-partite basis (representatives of the Government, the employers and the employees) and already functioning. The members of the Self-governing Committees of NLO will have the have a decision power.

However, these Self-Governing Committees will be complemented by advisory members to form the Regional Selection Committee of the project. These consultative members will be representative of relevant regional stakeholders. Their role will be to seat during the meetings, to endorse their minutes and they will have the right to alert the National Monitoring Committee in writing in case of irregularity. The composition of each Regional Selection Committee will be endorsed by the National Monitoring Committee.

4.2 Selection Process

Selection of people benefiting from counselling and training:
The District Labour Offices promote the campaign for counselling and training among potential beneficiaries, collect their applications, check that they are complete and forward them to the relevant Regional Labour Office.

Each Regional Selection Committee select the people that will benefit from counselling and the trainees, taking into account the Regional list of selection.

The Monitoring National Committee endorses the lists of two sets of selected people, those who will benefit from counselling and those who will benefit from training.

It is suggested that one of the selection criteria would be the identification of need for training during the counselling process.

Each Regional list of Selection Criteria (one for counselling and one for training) is established on the basis of the results of technical assistance study co-ordinated by the National Labour Office. These lists of Selection Criteria have to be endorsed by the National Monitoring Committee.

**Selection of training institutions:**

The technical assistance will conduct an assessment of the local labour market needs in terms of skills as well as the identification of training supply available in each three regions. This will result in a description of type and number of courses needed for each region.

The training institutions delivering training to the trainees will be then selected through a tendering procedure according to these results.

### 4.3. Monitoring and Evaluation

The Ministry of Labour, Social Affairs and Family monitors and assesses the project at national level and reports to the Steering Committee.

The National Labour Office and its local representatives monitor and assess the project at regional and district levels and report to the Ministry of Labour, Social Affairs and Family.

### 5. Detailed Budget

<table>
<thead>
<tr>
<th>Phare Support</th>
<th>Phare Support</th>
<th>Total Phare (=I+IB)</th>
<th>National Co-financing*</th>
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<td>0.3</td>
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</table>

Co-financing of the project will be secured by the Slovak Government. The latter will borne the expenses for selected people benefiting from counselling and training. These expenses will include travel and accommodation costs, compensation fees for registered unemployed people who are not entitled to unemployment benefits as long as they are on training.
6. Implementation Arrangements

Implementing Agency:
CFCU
Mlynské Nivy 61
821 09 Bratislava
tel.: 421 7 53418093  fax: 421 7 53418095
PAO: Milan Michalicka

The Ministry of Construction and Regional Development, section of regional policy will have the overall co-ordination responsibility for the implementation of the project.

Contact person: Mr. Peter Tapák
Špitalska 8
813 63 Bratislava
Phone: ++4217 5975 1111
Fax: ++4217 5293 1476
E-mail: tapak@build.gov.sk

The Ministry of Labour, Social Affairs and Family will monitor the implementation of the project.

Contact person:
Ms. Lydia Zelmanová
Špitálska 6
Bratislava
Phone: ++4217 5795 2216
Fax: ++4217 5296 2465
E-mail: zelman@employment.gov.sk

The National Labour Office will implement the project.

The National Labour Office
Mr. Jaroslav Šumný
Župné námestie 5-6
812 67 Bratislava
Tel: ++4217 59 330 501
Fax: ++4217 5441 0438
E-mail: Jaroslav.Sumny@nup.sk

6.2. Twinning: not applicable

6.3. Non-standard aspects: not relevant

6.4. Contracts

Technical Assistance contract to cover the following activities:
Assessment of local labour market in the three regions
Analysis of the local training supply available
Designing of training packages for most disadvantaged groups
Training the counselors and the trainers
TA for implementation of the project.
Contracts with the training institutions which will deliver training for the trainees. These contracts will result from a tendering procedure.

7. Implementation Schedule
7.1. Start of tendering: 1st quarter 2001
7.2. Start of project activity: 2nd quarter 2001
7.3. Project completion: 3rd quarter 2003

8. Equal Opportunity

Equal opportunity principles and practises ensuring equitable participation will be guaranteed in management and implementation aspects of the project. In particular, this should be one of the selection criteria of the trainees.

9. Environment: not applicable

10. Rates of return: not applicable

11. Investment Criteria: not applicable

11.1. Catalytic effect:
The Phare support will contribute to increasing the activity of productive sector, strengthening human resources development, improving business related infrastructure, adapting labour force to required skills, promote co-operation of all relevant partners to develop regional policy, enhance the supply capacity of vocational education and training schools, including through networking, encourage them to participate into regional programmes implementation.

11.2 Co-financing:
The National Labour Office – public legal institution, responsible for employment policy implementation will provide financial contributions to each project selected on local and regional level and approved by the Board of Directors. The NLO will contribute 25% of the programme’s total costs.

11.3 Additionality:
No other financiers will be displaced by the Phare intervention.

11.4 Project readiness: Substantial preparatory work has been already carried out. No specific delays or impediments are foreseen.

11.5 Sustainability:
Relevant government policies ensure sustainability. Funds for the operation of all activities in the long run will be provided by involved ministries and regional state administration form the state budget, by the National Labour Office within its own budget as well as NADSME and activities provided by other public and private institutions will be covered from the state budget or their own resources.

11.6 Compliance with state aids provisions
Investments respect the state aids provisions of the Europe Agreement and the provisions of the Act No 231/1999 on State Aid.
11.7 Contribution to National Development Plan
The project will contribute to HRD and to social cohesion as indicated by the Integrated Plan of economic and social cohesion.

12. Conditionality and sequencing
1. Assessment of local labour market in the three regions
2. Analysis of the local training supply available
3. Designing of training packages for most disadvantaged groups
4. Training the counselors and the trainers
5. Delivery of training to end beneficiaries

ANNEXES TO PROJECT FICHE

1. Logical framework matrix in standard format (compulsory) (see overleaf)
2. Detailed implementation chart (compulsory)
3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period) (compulsory)
4. List of relevant Laws and Regulations (optional)
5. Reference to relevant Government Strategic plans and studies (may include Institution Development Plan, Business plans, Sector studies etc) (optional)
## Logical Framework Planning Matrix for:

### Programme name:
Economic & Social Cohesion HRD on regional level

### Programme no.:
SK0009.03

### Country:
Slovak Republic

### Date of drafting:
April 2000

### Contracting period expires:
31.12.2002

### Disbursement period expires:
31.12.2003

### Total budget (MEUR):
2.5

### PHARE contribution (MEUR):
2.0

### Sheet no.:
1

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### Intervention logic

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<th>Overall objectives:</th>
<th>Objectively verifiable indicators</th>
<th>Sources of verification</th>
<th>Assumptions</th>
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<tbody>
<tr>
<td>Strengthening of the economic and social cohesion of the SR via HRD and capacity building towards implementation of regional employment policy</td>
<td>Increased employment in the priority region</td>
<td>Report on Regional Operational Plan implementation</td>
<td>Joint effort of relevant bodies to support the regional employment policy implementation</td>
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<tr>
<td></td>
<td></td>
<td>Regular statistical surveys provided by Statistical office</td>
<td>Sufficient financial resources available from the NLO budget</td>
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</table>

| Immediate objective: | | | |
|----------------------| | | |
| Fostering the employability of marginal groups and facilitating access to employment by enhancement of active employment measures contributing to social inclusion in the priority region Slovakia-East | Increased labour force abilities matching the regional and local labour market needs | Employment Policy Review Report | The rate of unemployment not increase over 18% |
|                       | Decreased rate of unemployed from disadvantaged groups (by 1.5% in 2003 compared to 2001) | NLO Annual Report | |
|                       | Decreased number of social benefit dependants (by 2% in 2003 compared to 2001) | Project reports | |
|                       | | Regional Operational Plan | |
|                       | | State budget figures on social benefits expenditures | |

### Results:

1. Regional HRD Scheme facilitating access to active employment measures set up and fully functioning

   - Increased number of drop-outs and young people receiving integrated counselling and targeted training (by app. 6 000 in 2003 compared to 2001)
   - Increased number of trainees participated in targeted training courses (by 8 000 in 2003 compared to 2001)
   - 100 skilled local operators providing preventive and supportive measures trained
   - Establishment of supported employment agencies network

   - NLO Annual Report
   - Project reports

2. Local operators’ capacity in vocational guidance, counselling and supportive services reflecting the regional and local labour market strengthened

   - Studies, surveys, project reports
   - NGOs’ Report

   - Increased public funds available for the implementation of active employment instruments
   - National Employment Plan approved

   - Co-operation of training providers sustained
<table>
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<tr>
<th><strong>Intervention logic</strong></th>
<th><strong>Objectively verifiable indicators</strong></th>
<th><strong>Sources of verification</strong></th>
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<td>1.1. Local Labour Market assessment in the three regions</td>
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<td>1.4 Counselling and training of most disadvantaged groups</td>
<td>Training institutions</td>
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**Title:** Human Resources Development through counselling and training at regional level

**Date of Draft:** April 2000

<table>
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<th>Sub-Projects</th>
<th>Time Implementation Chart (in quarters)</th>
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## ANNEX 3

CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE (in MEUR) – SK0009.03

Human Resources Development through counselling and training at regional level

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List of relevant Laws and Regulations (optional)

- Act on employment as amended in Act no. 292/ 1999
- Social Assistance Act, 1995
- Continuing education Act, 1998
Reference to relevant Government Strategic plans and studies (may include Institution Development Plan, Business plans, Sector studies etc)

1. NPAA
2. Integrated Plan of Regional and Social Development of the Slovak Republic
3. Strategic Plan of RHSD (Council of economic and social agreement) - top tripartite donor
5. MoLSAF SR - Priorities of Employment Policy (on annual basis)
6. Standard rules on equal opportunities for people with disabilities, UNO