STANDARD SUMMARY PROJECT FICHE

Basic Information
1.1 CRIS Number: 2003-004-995-01-04
1.2 Title: Unallocated Institution Building Facility
1.3 Sector: Various
1.4 Location: Slovak Republic

2. Objectives

2.1 Overall Objective(s):

Strengthening the institutions and administrative capacity for the full application of the acquis communautaire

2.2 Project purpose:

to provide Institution Building support through twinning, twinning light or technical assistance to meet the requirements related to specific urgent and unforeseen needs identified in the course of the accession negotiation process, in the preparation of the Action Plan for the Administrative and Judicial capacity and the Peer Review. This facility may notably help to:

- assist the adoption and implementation of acquis in particular areas where assistance is still necessary;
- strengthen the institutional and operational capacity of public administration bodies in view of the future role in the implementation of the EU acquis;
- to develop human resources of public administration institutions relevant for the implementation of the EU acquis

2.3 Accession Partnership and NPAA priority

AP: ‘The Feira and Gothenburg European Councils in 2000 and 2001 respectively confirmed the vital importance of the applicant countries’ capacity to implement and enforce the acquis, and added that this required important efforts by the applicants in strengthening and reforming their administrative and judicial structures’

‘It should be recalled that incorporation of the acquis into legislation is not in itself sufficient; it will also be necessary to ensure that it is actually applied to the same standards as those which apply within the Union. In all of the areas listed below there is a need for credible and effective implementation and enforcement of the acquis.’

2.4 Contribution to National Development Plan: not applicable

2.5 Cross Border Impact: not applicable
3. Description

3.1 Background and justification:

Slovakia has been the beneficiary of accession related Phare institution building projects since 1998. A large number of twinning projects have been or are being completed successfully with the assistance of Member States experts. However in the final stage of Slovakia’s accession preparation and beyond there is a clear demand to establish a more flexible institution building instrument to address specific well-circumscribed self-contained subjects of limited scope. The unallocated institution building envelope will provide the possibility to respond to emerging tasks in a more flexible and immediate way. Within the Phare National Programme an unspecified envelope has been earmarked from which projects to be implemented through twinning, twinning light, or commercially contracted technical assistance can be financed. In particular, projects will be supported in those areas in which an urgent or unforeseen task would come up during the accession negotiations or which have a high priority. The project may also cover the needs identified during the accession negotiations such as expertise of economic, social, legal and institutional nature.

3.2 Linked activities:

- All Phare supported institution building projects financed since 1998
- The TAIEX Multi-beneficiary Programme, which acts as a complement to the national Phare programmes and is coordinated with them, responding to individual requests not covered in these programmes by tailor-made actions for each country in all fields of the acquis.
- SIGMA Multi-beneficiary Programme, which advises on the modernisation of general management systems of public institutions, oriented to accession priorities and complementing National Programmes for Institution Building and twinning.
- SR0110 – Twinning light facility
- 2002/000.610-02 - Unallocated institution building facility

3.3 Results:

Concrete administrative structures and management systems in place which satisfy the requirements of the acquis communautaire in a number of areas.

3.4 Activities:

A financial envelope for as yet unspecified institution building projects has been earmarked. Funded projects will rest on a number of fundamental principles:

- Projects will be based on priorities identified in the Accession Partnership, the NPAA and the Action Plan for Administrative and Judicial capacity. There will be cases where the relationship with the acquis will be concretely established, but there might also be cases, where a focused institution building project will be the most suitable...
method for the achievement of a desired result in a broader sense of the acquis or in fulfillment of the Copenhagen criteria

- The project will target very specific areas where Institution Building support is required in relation to the challenges and requirements of the EU integration process and to the negotiation chapters: preparation for future structural and regional policies, preparation of relevant administrative structures for future accession.
- the project targets a concrete, operational guaranteed result
- the beneficiary lays out a clear work programme, how it intends to achieve the result and what means it will deploy. The project should make the commitment of the beneficiary to achieve the guaranteed result explicit.
- Size and budget of projects will be subject of individual assessment
- All projects should be in full compliance with the Commission’s Phare guidelines
- Projects can be implemented through the most appropriate instrument, i.e. twinning, twinning light and/or technical assistance

A Steering Committee for Institution Building will be set-up that will define the detailed criteria for application, the timing of call for proposals, the minimum - maximum size and duration of projects, the practical working method and if necessary the proportion between the different tools of support. It shall decide about the first allocation not later than the following three months the signature of the Financing Memorandum 2003. The SC shall also guarantee that a clear timetable is defined in a way to ensure that the IB assistance is timely in place. The SC shall meet on regular basis in order to make sure that the timetable is implemented or projects are designed in accordance with the defined needs.

4. Institutional Framework

The beneficiaries of funds of the unspecified envelope will be different institutions applying for financial support. Decision on projects to be submitted for financing within the budget will be taken by a Steering Committee for Institution Building including the Phare National Coordinator, the EC Delegation, the Ministry of Finance and the CFCU. The Steering Committee will define the detailed criteria for application, the timing of call for proposals, the minimum - maximum size and duration of projects and if necessary the proportion between the different tools of support. From there on, the procedures will follow what provided for in the “Twinning Manual”, “Procedures for twinning light”, and the PRAG.

5. Detailed Budget

<table>
<thead>
<tr>
<th>Phare Support</th>
<th>Support</th>
<th>Total Phare (I+IB)</th>
<th>National Co-financing*</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment Support</td>
<td>Institution Building</td>
<td>3.0</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Unallocated IB envelope</td>
<td>3.0</td>
<td>3.0</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>3.0</td>
<td>3.0</td>
<td>3.0</td>
<td></td>
</tr>
</tbody>
</table>

* To all institution building projects government co-financing will be allocated to cover the necessary counterpart costs arising from the implementation of the project.
6. **Implementation Arrangements**

6.1. - Implementing Agency
PAO: Director of CFCU - Mrs. Silvia Czuczorova
Radlinského 32 - 811 02 Bratislava
Telephone: +421 2 57262707
Fax: +421 2 57262727

**SPO:** Since a number of different projects will be implemented, for each, the respective SPO will be nominated.

6.2 Twinning/twinning light/technical assistance

Beneficiary institutions are not determined, due to the nature of the envelope.

6.3 Non-standard aspects

The Practical Guide for Phare, ISPA and SAPARD contract procedures and the specific twinning and twinning light rules will strictly be followed.

6.4 Contracts

Due to the nature of the project, it is not possible at this stage to foresee the number and value of contracts.

7. **Implementation Schedule**

7.1 Start of tendering/call for proposals: 1st quarter 2003
7.2 Start of project activity: 2nd quarter 2004
7.3 Project Completion: 3rd quarter 2005

8. **Equal Opportunity**

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

9. **Environment**: not applicable

10. **Rates of return**: not applicable

11. **Investment criteria**: not applicable

12. **Conditionality and sequencing**

The envelope will be actually used provided concrete applications fulfilling the criteria identified will be submitted.
The beneficiary institutions are bound to provide the twinning partner and/or consultants with adequate staff and other resources (including translation and interpretation) to operate effectively. The full commitment and participation of senior management of the beneficiary institution is required for the implementation of the projects.

The sequencing is subjected to the deliberations of the Steering Committee meetings.
Annexes to Project Fiche

1. Logical framework matrix in standard format
2. Detailed implementation chart
3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period)
## LOGFRAME PLANNING MATRIX FOR PROJECT

Programme number: 2003-004-995-01-04  |  Unallocated IB facility

### UNALLOCATED INSTITUTION BUILDING FACILITY

Contracting period expires: 30.11.2005  |  Disbursement period expires: 30.11.2006

| Total budget : 3.0 MEUR  |  Phare budget : 3.0 MEUR |

<table>
<thead>
<tr>
<th>Overall objective</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strengthening the institutions and administrative capacity for the full application of the acquis communautaire</td>
<td>Increasing number of Slovak institutions fully prepared to apply the acquis communautaire</td>
<td>Evaluation reports Comprehensive Monitoring Report</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project purpose</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of some specific urgent, unforeseen needs identified in the updating of the Action Plan for Administrative and Judicial capacity and the Peer Reviews</td>
<td>Acceleration of the progress within ministries/institutions towards meeting the requirements of the acquis to time constraints set out in the FM</td>
<td>• Minutes of the monthly project review meetings • Monitoring reports • Comprehensive Monitoring Report</td>
<td>The identified tasks are completed in time and effectively</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Results</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concrete administrative structures and management systems in place which satisfy the requirements of the acquis communautaire for a number of areas</td>
<td>Specific identified tasks have been completed with the help of MS experts or TA provided by experts selected through the Practical Guide for Phare procedures to time constraints set out in the FM</td>
<td>• twinning experts reports • Monitoring reports</td>
<td>The beneficiaries allocate appropriate human and financial resources to the specific task</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establishment of a facility providing support for institution building projects</td>
<td>An allocated envelope will be earmarked from which a number of projects will be financed</td>
<td>Appropriate twinning partners will be found</td>
</tr>
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<table>
<thead>
<tr>
<th>Preconditions</th>
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<tbody>
<tr>
<td></td>
<td>The beneficiaries allocate appropriate human and financial resources to the specific task</td>
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<tr>
<td></td>
<td>Full participation of senior management</td>
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<td></td>
<td>The Steering Committee ensures that a clear timetable is defined</td>
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</table>
Unallocated Institution Building Facility

**Detailed implementation chart**

<table>
<thead>
<tr>
<th>Project Component</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twinning/Twinning light/Technical Assistance</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
Unallocated Institution Building Facility

CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE

<table>
<thead>
<tr>
<th>Project</th>
<th>1Q/04</th>
<th>2Q/04</th>
<th>3Q/04</th>
<th>4Q/04</th>
<th>1Q/05</th>
<th>2Q/05</th>
<th>3Q/05</th>
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<th>1Q/06</th>
<th>2Q/06</th>
<th>3Q/06</th>
<th>4Q/06</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracting</td>
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<td>3.0</td>
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<td></td>
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<td></td>
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</tr>
<tr>
<td>Disbursement</td>
<td>0.4</td>
<td>0.8</td>
<td>1.5</td>
<td>2.0</td>
<td>2.5</td>
<td>3.0</td>
<td></td>
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Due to the nature of the facility the contracting and disbursement schedule is an indicative estimation only.