Standard Summary Project Fiche

1. Basic Information

1.1 CRIS Number: 2003-004-995-03-13
1.2 Title: Create the Administrative Capacity for Implementing the Equal Initiative and Support the Launch of the Equal Initiative in the Slovak Republic
1.3 Sector: Social policy and employment
1.4 Location: Bratislava, Slovak Republic

2. Objectives

2.1 Overall Objective(s)

Active participation of the Slovak Republic in the Equal Initiative for achieving and maintaining the highest and the most stable employment level

2.2 Project purpose:

Support to the Managing Authority for the Equal Initiative at creating of mechanisms for effective implementation, correct control and launching the 1st phase Equal Initiative implementation

2.3 Accession Partnership and NPAA priority:

AP 2001 - Social policy and employment

- Complete alignment and ensure proper implementation of the social acquis, in particular in the field of (...) equal treatment for women and men. Strengthen the related administrative and enforcement structures, including the labour inspectorates. Adopt legislation against discrimination and develop a timetable for its implementation.

NPAA 2001- Chapter 13: Social Policy and Employment

The National Programme deals with the project priorities in the following section of chapter 13:

EQUAL OPPORTUNITIES FOR MEN AND WOMEN

- monitor practical application of equal opportunities and activities to promote the application of these principles (according to Directives 86/613/EEC, 75/117/EEC, 76/207/EEC, 79/7/EEC, 86/378/EEC as amended by 96/97/EC, 96/34/EC as amended by 97/75/EC)
FIGHT AGAINST XENOPHOBIA AND RACISM

- Establishment of the Centre for the Monitoring of Racism and Xenophobia (...) and co-ordination of activities in the fight against racism and xenophobia, collection and analysis of information (...)

EMPLOYMENT, EUROPEAN SOCIAL FUND

- create and operate a managerial unit for the ESF at the Ministry of Labour, Social Affairs and Family (drafting and co-ordination of measures to implement the respective regulations of the EU for the ESF in the Slovak Republic; proposing the establishment of necessary institutional structures, preparation of human resources for drafting and implementing pilot projects).
- draft and develop the National Programme to Enhance Productivity and Competitiveness of the Slovak Economy.
- update the measures of the National Employment Plan, implementing the European Employment Principles into the National Employment Plan.
- manage (at the Ministry of Labour, Social Affairs and Family) the preparation for EU integration and the preparation of projects within the EU structural funds, including the European Social Fund (ESF).

2.4 Contribution to National Development Plan (and/or Structural Funds Development Plan/SPD)

The project will complement the Slovak National Development Plan (NDP) and the Single Programming Document as well the Equal Community Initiative Programme by creating an adequate pipeline of project proposals to convert the Plans’ strategic orientations into concrete action.

2.5 Cross Border Impact: N/A

3. Description

3.1 Background and justification

Prior to accession, the Slovak Government will ensure sound performance of all entities concerned with the preparation, implementation and evaluation of programmes and projects for the development of human resources and employment in the Slovak Republic.

This includes Slovakia’s involvement in the Equal Initiative, which forms part of the European Union strategy to create more and better jobs and to make sure that no one is denied access to these jobs. Funded by the European Social Fund, the Initiative tests new ways of tackling discrimination and inequality experienced by those in work and those looking for a job. The key principles of the Equal Initiative are: transnational co-operation, innovation, empowerment, thematic and partnership approach, dissemination and mainstreaming. Equal Initiative activities are structured on the four pillars of the European Employment Strategy: Employability, Entrepreneurship,
Adaptability and Equal opportunities for women and men. In addition, Equal has a separate theme which addresses the needs of asylum seekers.

The Equal Initiative is implemented in the framework of the Structural Funds Regulations and, more specifically, through the European Social Fund. In the Slovak Republic, the Ministry of Labour, Social Affairs and Family has been appointed as Managing Authority for the Equal Initiative. The Ministry has already undertaken some preliminary steps to prepare itself for the participation in this Community Initiative. In this context, an urgent need for institutional strengthening and skill upgrading has become apparent. In order to reap the full benefits of the Equal Initiative, Phare assistance will be provided to support the relevant Slovak authorities.

### 3.2 Linked activities

- Phare Project SR99/IB/SO/01 *Improved Labour Protection System in SR* helped establishing a new institution providing vocational rehabilitation of disabled people after occupational diseases to help them get back to work process.

- Phare Project SK/IB/2000/CO/02 *Promoting Employability of Disabled Persons* helped training experts and creating institutions for increasing employment of this risk group. The main partners in this project were the national Labour Office and a number of NGOs.

- *Human Resources Development Grant Scheme 2000/000.610-15* – created the basis for the effective use of European Social Funds and national funding after accession to the EU, in combating and preventing unemployment, in developing human resources and in promoting social integration and labour market flexibility.

- *MATRA project 2001* – Equal Opportunities in Slovak Republic. Project is oriented on the strengthening the implementation and enforcement of the principle of equal treatment in the Slovak Republic, with a special reference to gender equality of men and women in employment.

### 3.3 Results

- Implementation system of Equal Initiative designed and documented
- Professional staff of the Managing Authority and the National Support Structure selected and trained
- Manuals on the roles of MA, NSS, Development Partnerships, financial management, audit and monitoring translated and printed in the required numbers
- Applicant training system developed and first round of applicants trained in establishing Development Partnerships and other Equal operations.
- Guide for Applicants designed and published
- Publicity campaign on establishment of Development Partnerships within the Equal Initiative in the Slovak Republic developed and pilot tested.

### 3.4 Activities

The project will be carried out in the framework of one Twinning Arrangement, which will help preparing the administrative capacity for the Equal Initiative and will assist the launch of the Equal start-up phase. Phare funds will be used for the preparatory phase of Equal including the selection of National Support Structure staff, training, elaborating
and adapting working methods, and selection of the partners to establish Development Partnerships in Slovakia.

In the framework of the Twinning project, the following activities will be carried out:

1. Advise the Equal Initiative Managing Authority and National Support Structure on organisational and operational matters.

2. Train professional staff of the Managing Authority and the National Support Structure in matters of Equal rules and regulations, especially in the fields of monitoring, evaluation and audit, financial procedures, and how to set up and assist Development Partnerships, to provide assistance on the implementation of Equal Initiative according to the model of Member States.

3. Translation of all guides and manuals on the role of all the bodies involved.

4. Draft applicant training scheme and train first round applicants. Elaborate Guides for applicants and give assistance for Development Partnerships in project preparation.

MEANS

Twinning Arrangement

The twinning component of the project will require:

- A MS project leader, responsible for the overall management of the MS inputs to the twinning work-program. The MS project leader should be a civil servant of appropriate rank, with relevant working experience in the area of implementation of the principles of Equal Initiative on the labour market. He/she should be fluent in English (written and spoken), and should have preferably some international experience and excellent project management skills.

- One PAA (12 months) to be seconded to the Ministry of Labour, Social Affairs and Family, responsible for providing the advice and co-ordinating support and assistance in the areas covered by activities. The PAA should be a senior official with some years of working experience with the Equal Initiative in the labour market, responsible for management and co-ordination of the project activities. He/she should be fluent in English (written and spoken), and must have good organisational and communication skills.

- A team of short-term experts to advice and assist on implementing equal principles, financial management, training and publicity.

3.5 Lessons learned

Various Phare-funded programmes have confirmed that institutional strengthening and skill upgrading can be best achieved if technical assistance and guidance is practical and "hands-on".

4. Institutional framework

The project will be implemented under the supervision of the Ministry of Labour, Social Affairs and Family SR. The Department of ESF and other Foreign Assis-
tance of the Ministry will be further strengthened to take over the operational re-
sponsibility for implementing the project.

Beneficiary institutions include furthermore the National Labour Office, social
partners, Equal Initiative Development Partnerships members, public institutions
NGOs, self-governments institutions.

A Steering Committee composed of involved partner institutions representatives
will be responsible for the co-ordination of the project.

5. Detailed budget (€ Million)

<table>
<thead>
<tr>
<th>Component</th>
<th>Phare Support</th>
<th>National Co-financing*</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Investment Support</td>
<td>Institution Building</td>
<td>(=I+IB)</td>
</tr>
<tr>
<td>Twinning</td>
<td>0.3</td>
<td>0.3</td>
<td>0.3</td>
</tr>
<tr>
<td>Total</td>
<td>0.3</td>
<td>0.3</td>
<td>0.3</td>
</tr>
</tbody>
</table>

* National co-financing will cover the cost of providing adequately equipped office space for the twinning expert(s) - including telephone, fax, and computer- and miscellaneous other costs including licences, travel costs of the liaison institution’s employee during their study visits, and publication of training material and leaflets.

6. Implementation arrangements

6.1 Implementing Agency

<table>
<thead>
<tr>
<th>PAO:</th>
<th>Director of CFCU - Mrs. Silvia Czuczorova</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Radlinského 32 Telephone: +421 2 57262707</td>
</tr>
<tr>
<td></td>
<td>813 18 Bratislava Fax: +421 2 57262727</td>
</tr>
<tr>
<td></td>
<td>Slovak Republic e-mail: <a href="mailto:cfcu@cfcu.sk">cfcu@cfcu.sk</a></td>
</tr>
</tbody>
</table>

Beneficiary institution:
Ministry of Labour, Social Affairs and Family of SR
Spitalska 6
816 43 Bratislava, Slovakia
Tel.: +421 2 59 75 29 17

6.2 Twinning

The Slovak twinning partner will be the Ministry of Labour, Social Affairs and Family of the Slovak Republic.

Contact person:
Mrs. Jarmila Tomšova, Director, Department of ESF and other Foreign Assistance
Spitalska 6
816 43 Bratislava, Slovakia
Tel.: +421 2 59 75 29 17

6.3 Non-standard aspects

PRAG rules and the Twinning Manual will be strictly applied.
6.4 Contracts
One Twinning covenant  (€ 0.3 Million)

7. Implementation schedule
   Call for proposals  2nd quarter 2003
   Start of project activity  1st quarter 2004
   Project completion  4th quarter 2004

8. Equal opportunity
   Equal opportunities, principles, and practices in ensuring equitable gender participation in the project will be guaranteed, particularly as regards to selection of trainers and trainees for the training programme, where a balanced distribution of position – places will be sought.

9. Impact on Environment : Not applicable
10. Rates of return : Not applicable
11. Investment criteria : Not applicable
12. Conditionally and sequencing
   Furthermore, the Slovak Government will have to provide the necessary personnel and financial resources for successful institutional building before the start of the project.

   Professional staff selected for the Managing Authority should be approved by the project steering committee and the twining team in the form of setting requirements, participating in the selection process and providing an assessment of the candidates. This is to avoid a situation where EU funds are used for the training of non-permanent staff, temporary staff, or staff not complying with the professional requirements of a given position.
Annexes to project Fiche

1. Logical framework matrix in standard format (compulsory)
2. Detailed implementation chart (compulsory)
3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period) (compulsory)
<table>
<thead>
<tr>
<th>Project</th>
<th>LOGFRAME PLANNING MATRIX FOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create the Administrative Capacity for Implementing the Equal Initiative and Support the Launch of the Equal Initiative in the Slovak Republic</td>
<td>Programme name and number: 2003-004-995-03-13</td>
</tr>
<tr>
<td></td>
<td>Contracting period expires: 30.11.2005</td>
</tr>
<tr>
<td></td>
<td>Disbursement period expires 30.11.2006</td>
</tr>
<tr>
<td></td>
<td>Total budget : € 0.3 Million</td>
</tr>
<tr>
<td></td>
<td>Phare budget : €0.3 Million</td>
</tr>
<tr>
<td>Overall objective</td>
<td>Objectively verifiable indicators</td>
</tr>
<tr>
<td>Active participation of the Slovak Republic in the Equal Initiative for achieving and maintaining the highest and the most stable employment level</td>
<td>Equal Initiative funds fully absorbed in the Slovak Republic</td>
</tr>
<tr>
<td>Project purpose</td>
<td>Objectively verifiable indicators</td>
</tr>
<tr>
<td>• Support of the Managing Authority for the Equal Initiative at creating of mechanisms for effective implementation, correct control and launching the 1st phase Equal Initiative implementation</td>
<td>• Targets stated in the development plan of the Managing Authority achieved by 05/2004</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Results</td>
<td>Objectively verifiable indicators</td>
</tr>
<tr>
<td>1) Implementation system of Equal Initiative designed and documented</td>
<td>1) Proposed implementation system approved by Managing Authority/manuals accepted</td>
</tr>
<tr>
<td>2) Professionals of the Managing Authority and the National Support Structure selected and trained</td>
<td>2) Some 50 professional trained in Equal Initiative methods – from 05/2004</td>
</tr>
<tr>
<td>3) Operational manuals for Managing Authority, National Support Structure, Audit and control and monitoring translated and printed in the required numbers</td>
<td>3) Financial management revision approved by Managing Authority – 09/2004</td>
</tr>
<tr>
<td>4) Applicant training system developed and first round of applicants for DPs trained</td>
<td>4) Applicant training system approved by Managing Authority; some 200 applicants trained - 09/2004</td>
</tr>
<tr>
<td>5) Publicity campaign on establishment of DPs within the Equal Initiative in the Slovak Republic developed and pilot tested</td>
<td></td>
</tr>
<tr>
<td>Activities</td>
<td>Means</td>
</tr>
<tr>
<td>1) Advise on organisational and operational matters</td>
<td>• One Twinning Arrangement (one PAA, short-term experts)</td>
</tr>
<tr>
<td>2) Train professional staff in matters of Equal rules and regulations according the model of MS</td>
<td></td>
</tr>
<tr>
<td>3) Manuals for Managing Authority and the National Support Structure activities translated</td>
<td></td>
</tr>
<tr>
<td>4) Draft applicant training scheme and train first round applicants. Draft guides for DPs applicants elaborated and give assistance to DPs in project preparation</td>
<td></td>
</tr>
<tr>
<td>5) Informative materials on Equal translated and distributed, design PR scheme for the Equal Initiative in Slovakia</td>
<td></td>
</tr>
<tr>
<td>Preconditions</td>
<td></td>
</tr>
<tr>
<td>• Single Programming Document approved as planned</td>
<td></td>
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<tr>
<td>• Necessary personnel and financial resources for successful institutional building provided by competent Slovak institutions</td>
<td></td>
</tr>
</tbody>
</table>

8
Project Title: Create the Administrative Capacity for Implementing the Equal Initiative and Support the Launch of the Equal Initiative in the Slovak Republic

## Detailed Implementation Chart

<table>
<thead>
<tr>
<th>Year</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter</td>
<td>I</td>
<td>II</td>
<td>III</td>
</tr>
<tr>
<td>Component</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Twinning</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
Project Title: Create the Administrative Capacity for Implementing the Equal Initiative and Support the Launch of the Equal Initiative in the Slovak Republic

Contracting and disbursement schedule by quarter for full duration of programme

<table>
<thead>
<tr>
<th>Year</th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I</td>
<td>II</td>
<td>III</td>
</tr>
<tr>
<td>Contracting</td>
<td>0.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disbursement</td>
<td>0.1</td>
<td>0.15</td>
<td>0.2</td>
</tr>
</tbody>
</table>