Standard Summary Project Fiche

1. Basic Information
   1.1 CRIS Number: 2004/016-764.08.01
   1.2 Title: Strengthening the Efficiency of Cadastral Services
   1.3 Sector: Administrative capacity - Cadastre
   1.4 Location: Slovak Republic

2. Objectives
   2.1 Overall Objective
   To establish efficient access to cadastral services as a part of the government strategy for the
   fight against corruption and to improve the provision of services to Slovak and European citi-
   zens and enterprises.

   2.2 Project Purpose
   To provide simplified, accelerated and safe online administrative procedures and cadastral ser-
   vices for citizens, enterprises and national/regional authorities.

   2.3 Justification - Comprehensive Monitoring Report on Slovakia’s Preparations for
   Membership, 2003
   In the Comprehensive monitoring report, the project priorities and actions are dealt with in:
   Political criteria:
   • The fight against corruption is still an important priority.
   Telecommunication and Information Technologies:
   • The achievement of affordable universal service needs to be ensured.
   • Harmonised rules concerning personal data protection and certain information society
   services must also be respected.
   • As regards information-society services, the directives on e-commerce need to be
   implemented before accession.

3. Description
   3.1 Background and justification:
   At the European Council held in Lisbon on 23-24th March 2000, the Heads of Government and
   State of the EU-15 recognised the urgent need for Europe to quickly exploit the opportunities of
   the knowledge-based economy and in particular the Internet. In response to this the eEurope
   Action Plan was launched in Fiera on 19-20th June 2000. Central and Eastern European Coun-
   tries decided to launch an eEurope-like Action Plan named eEurope+, which mirrors the priority
   objectives and targets of eEurope but provides for actions which tackle the specific situation of
   the Candidate Countries. The eEurope+ Action Plan was launched at the European Council
   held in Gotteborg on 16th June 2001.
Slovakia recognises the importance of improving access, dissemination and exploitation of public sector information and ensuring that citizens and enterprises have easy access to essential public data, as well as promoting online interaction among administrations, between citizens and government and between enterprises and government. The NPAA in Political criteria laid emphasis on increasing the transparency of public administration as a whole, to minimise the subjective element in the decision-making and to remove the unnecessary administrative barriers. In the Comprehensive Monitoring Report on Slovakia’s Preparations for Membership, issued in autumn 2003 the Commission highlighted the areas, which need further improvements. In the area of Information Technologies the elimination of obstacles to the effective operation of the market and the achievement of universally available modern services is recommended. The fight against corruption, contributing to which is one of the main priorities of this project, was still recognised as an important priority.

The Government of the Slovak Republic in June 2001 approved the Policy of the Information Society, as a basic document that stated the informatisation of the Slovak society to be one of the main government priorities for the next years. With adoption of this document the Slovak Republic joined the eEurope+ Initiative. One of the priority objectives stated in this document is to simplify the citizens’ participation in public administration as well as to facilitate interaction between citizens and state administration by consistent informatisation of the public administration services (eGovernment). E-Government brings administrations closer to citizens and businesses through the use of the Internet. According to the results of a EUROSTAT survey, Internet penetration in the Slovak Republic reached 26.7%. People mostly have the possibility to use the Internet at Public Internet Access Points (Internet Coffee, library), at work and at schools. The number of Internet home users is gradually increasing. All of the local authorities of state administration of the geodesy, cartography and cadastre of real estates, which execute state administration in regions and in districts, will have had Internet connection by July 2004. The costs of the Internet connection will be in line with average rates in Slovak Republic and will be completely covered from the state budget.

The Geodesy, Cartography, and Cadastre Authority of the Slovak Republic (GCCA) was created as a central body of the state administration at the level of a Ministry. The GCCA secures all activities concerning land registration, geodesy, mapping and cadastre issues, to meet the needs of the public and private sector. The main idea of this project is that by establishing efficient and online access to high quality cadastral services the GCCA helps to fulfil the government strategy of informatisation in the public administration and also the strategy of the fight against corruption to meet the demands of a free market economy. The changeover to electronic interaction involves some changes to the internal workings of the administration. Well-trained staff is needed to apply administrative procedures with a high degree of efficiency, to rule out corrupt practices and thus ensure the delivery of high quality services to the wide public. Introducing innovative ways of working will contribute to an improved functioning of the internal market and to an increased competitiveness of the Slovak economy. The GCCA will be operating at a level of competence in line with the EU requirements.
The aim of this project is to improve services in the area of cadastre by establishing efficient access to cadastral services through introducing an Internet Electronic Registry with generic information, with the availability of some of the cadastral services and with access to forms. This means simplified, accelerated, transparent and safe online administrative procedures and cadastral services for citizens, enterprises and businesses as well as for the state administrative bodies and municipalities. By accelerating and increasing the transparency of cadastral services through an Electronic Registry it will be possible to minimise the subjective element in the decision-making, to remove unnecessary administrative barriers and thus to contribute to the government strategy for the fight against corruption that is defined in the National Programme of the Fight against Corruption. The objective of this Programme is to develop a concept of the fight against corruption, and to outline the methods and means that will help in combating corruption. In order to eliminate the potential causes of corruption wide public access to information, transparency of public administration and elimination of administrative barriers for businesses, elimination of subjectivism in decision-making as well as securing services in “bottleneck” areas such as the Real Estate Cadastre is emphasised. On the basis of the National Programme of the Fight Against Corruption an Action Plan for Fighting Corruption has been drawn up which contains specific commitments and assigns responsibilities to individual central state administration authorities. In this Action Plan some problem areas for the GCCA have been defined, especially regarding the necessity to decrease corruption behaviour in cadastral proceedings.

All of the proposed activities (design, development and prototyping of an Electronic Registry, equipment, software systems supplies, the pilot testing, the relevant staff training, to name but a few) head towards creating a Electronic Registry, which allows for more secured and opened cadastral services and decreases possible sources of corruption. These cadastral services offered via the Internet Electronic Registry will be used mainly by the state administration bodies, municipalities, enterprises, banks, notaries, real estate agents and surveyors at the beginning. However, an increasing interest from the wide public as a result of growing Internet penetration is expected.

The presented project is built on cadastral development concepts and trends in the sector of GCCA. The urgent need to develop a central administration which will be able to provide cadastral data and services via the Internet is highlighted in the GCCA Research and Development Conception for the period of 2001-2005. In this conception the necessity of prompt information providing via a public data network is emphasized. This is taken into account in this project. Public access to cadastral information via the Internet is part of the objectives which have already been achieved. It can be considered the most important development in the area of the Slovak Cadastre in the year 2003. The effort of all the institutions involved, including Phare support, resulted in a Cadastral Portal distinctively oriented towards clients. This paid on-line service is accessible since the beginning of February 2004. The number of active users reached 3,300 by the end of March 2004 and is gradually increasing. The Cadastral Portal enables authorised access to the cadastre of real estates data and allows acquiring basic information immediately and without complicated correspondence or the need to visit the District Cadastral Registry in person. The number of information provided from the Cadastral Portal reached 14,450 by the end of March 2004.

What remains to be done is to introduce efficient access to cadastral services (downloading the forms, submission of the forms and documents, document receiving) via an Internet-based Electronic Registry.

3.2 Linked activities

During the period 1993 – 1999, GCCA has received Phare assistance totalling about € 13.9 million. Funds were used for procuring IT equipment and Technical Assistance to start the Enhanced Cadastre Development, the institutional strengthening with an emphasis on business and strategic planning, customer orientation and staff development.
Project Phare 99 - Strengthening of the Geodesy, Cartography and Cadastre Authority of the Slovak Republic and Implementation of the National Cadastre, was aimed to support overall cadastral strategy, institutional strengthening and a refinement of the policy in relation to the land market. The main purpose of this project was to implement a national cadastral policy, to facilitate the creation of a functioning land market and to meet the obligations of the Acquis Communautaire. The Project resulted in the improved operation, security rights and strengthened staff of the Cadastre. This project also contributed to the availability of the cadastre data to all potential users via Internet that are online accessible since the beginning of February 2004. The Cadastral Portal is being highly appreciated by Slovak citizens and enterprises. The closer collaboration between all the key cadastral stakeholders has been developed. However, despite the great effort that has been undertaken by applying these projects, it is essential to continue in the area, which was not still covered. In the Final report on Phare project 1999 it was also recommended, that GCCA should apply for further support from international donors to strengthen its institutions and to extend cadastral services.

National Programme Phare 2003 - Land Administration and Cadastral Infrastructure is aimed at meeting the requirements of the INSPIRE initiative and improving Land Administration based on spatial and cadastral data, including permanent Global Positioning System (GPS), in line with the concepts and directions proposed by the European Commission. The project will be implemented with one twinning light arrangement, one international service and two international supply contracts. The expected results will comprehend fully operational data processing and communication system, which will provide geospatial and cadastral graphic information through public access, as well as equipment and software systems supplies to support the Permanent Global Navigation Satellite System.

Neither thematic nor time overlapping with previous, above-mentioned Phare Projects 1999, 2003 will be ensured. The Transition Facility project Strengthening the Efficiency of Cadastral Services will exploit the results and prospective achievements from the previous Phare projects. As regards the current stage of the Phare 2003 project implementation activities (as stated in the Monitoring Report No. M/SR/CAD/03001) the GCCA will be able to absorb and successfully implement the proposed Transition Facility project with the start of tendering as prescribed in the Implementation Schedule (4th quarter 2004). Furthermore, in order to ensure the capacity for successful implementation of this project the GCCA has adopted respective measures and the Department of International Cooperation and European Integration has been strengthened by accepting two more employees and thus the full number of staff has been achieved.

In this part of the project fiche it would be useful to stress that this project does not overlap or duplicate the range of projects funded under the Sectoral Operational Programme Agriculture and Rural Development 2004 –2006 (SOP ARD), previously funded under SAPARD as projects funded under SOP ARD, according to the criteria defined in the Agricultural and Rural Development Plane of the Slovak Republic, in the area of land administration deal only with the topic of the land consolidation. Land consolidation is included in the SOP ARD Priority 2 – Support of sustainable rural development, Measure 2.3 – Promoting the adaptation and development of rural areas, Sub Measure 2.3.1 Land consolidation. The overall objective of Measure 2.3 is to prepare and implement projects of re-parcelling for a new spatial and functional settlement of the territory. Specific objectives are to settle ownership rights, to ensure access to lands (by building access roads), to increase the ecological stability of the country. Activities that enable to achieve these objectives include the preparation of introductory basic documents (register of the original status, land appraisal, land surveying in the area of re-parcelling), preparation and realisation of re-parcelling projects, making lands accessible through the construction of a country lane network and realisation of planned common facilities and measures. It follows from the above-mentioned description that SOP ARD covers only the activities associated with the land consolidation projects. These projects and their realisation should arrange lands and perform terrain, communication, and water management, anti-erosion, ecological and other measures connected with this. The necessity to arrange land ownership through the form of re-parcelling results from the high fragmentation of land ownership and is multiplied by the existence of numerous jointly owned shares in land. The main purpose of re-parcelling is to arrange
the ownership rights in respect of lands and spatial and functional adjustment of land, to reduce the number of parcels and increase their average acreage with an expectation of the development of a market in land and investment in land and of making the land market and agriculture more dynamic and creating an ecologically stable landscape capable of further development. Only after implementation of the land consolidation project and its approval, by the landowners, local government and the Ministry of Agriculture, the result of this project is entered into the cadastre of real estates. The activities foreseen in this TF project thus in no way duplicate the projects funded under SOP ARD. The reason why the activities proposed in this TF would not be eligible under the SOP ARD is that they are not in line with SOP objectives as during the period of 2004–2006 the emphasis will be laid on the arduous task of realisation of the land consolidation in the terrain. However, the functioning Electronic Registry would considerably contribute to the timely and successful conclusion of the ongoing SOP ARD projects, because of the efficient and accelerated access to the cadastral services.

A further overview of GCCA’s ongoing activities is provided in Annex 6.

3.3 Results

- **Electronic Registry with generic information, cadastral services and access to the forms available on the Internet (trial run)**
- **Price Recovery Study for online cadastral services (results of this study will be implemented after adoption of the necessary changes in legislative norms)**
- **Implemented Project on Security and protection of the Internet cadastral services**
- **Informed public through launching an information campaign for the general public with the aim of ensuring newly available service propagation**
- **Identification of the necessary changes in legislative norms, support in design and preparation of the new relevant legislative norms**
- **Well-trained staff able to apply administrative procedures in new electronic environment**
- **Study on possibility of using electronic teaching tools in the training process for sectoral administrative capacities**

3.4 Activities

The project will be implemented with one international service /TA/ contract, one international supply contract and one twinning light arrangement. Activities are described following the consecutive order in which they will be implemented.

3.4.1 Technical Assistance

The project implementation will start with the Technical Assistance that is concerned with design, development and prototyping of an Electronic Registry with generic information, cadastral services and access to the forms. This creates an integrated software/special technology system. The work of experts team will also include determining of the generic cadastral services and forms, technical equipment specification support, software customising specification, Price Recovery Study for online cadastral services, Project on Security and protection of the Internet cadastral services, design of the relevant staff training, and the pilot testing.

**Key activities:**

- Key study determining the generic cadastral services and forms, which are suitable for online access.
- Creation of the conception of electronic processes (policy/strategy of all procedures that can be done electronically rather than in hard copies) and detailed implementation plan of the Electronic Registry with generic information, cadastral services and access to the forms.
• Technical needs analysis (including detailed technical equipment specification, software customising specification).
• Training needs analysis and support in design of the relevant administrative staff training, which will be performed in the Twinning Light activity. The training courses will be aimed at the professional technical staff in the area of informatics and at the technical staff, which is supposed to provide cadastral services via Electronic Registry.
• Price Recovery Study for new online cadastral services. Results of this study will be implemented after adoption of the necessary changes in legislative norms.
• Project on Security and protection of the Internet cadastral services designed and security measures put in place.
• Design, preparation, implementation and support of the pilot testing (a trial run)
• Identification of the necessary changes in legislative norms, cooperation in elaboration as well as the support in design and preparation of the relevant legislative norms

**Co-ordination**
The key GCCA personnel will work closely with the Project Team to provide all the information needed and also to ensure, that the all of the proposed assessment, recommendations and subjects are appropriate to the situation in Slovakia and that the design of the results meets all of the needs identified. Regular project meetings will maintain the continuity between experts. The project should be delivered through a collaborative, partnership-based approach with an emphasis on skills transfer. The GCCA will provide counterpart staff to support the aims of the TA part of the project.

**Budget:** 0.80 Million EUR, which includes national co-financing.

*Amount of experts needed:*

<table>
<thead>
<tr>
<th></th>
<th>Amount of experts</th>
<th>Estimated duration</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Long-term international expert</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Project manager</td>
<td>1</td>
<td>10 months</td>
</tr>
<tr>
<td><strong>Long-term local expert</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Technical – design team leader</td>
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<td>10 months</td>
</tr>
<tr>
<td><strong>Short-term international experts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Senior experts</td>
<td>3</td>
<td>12 months</td>
</tr>
<tr>
<td><strong>Short-term local experts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Senior experts</td>
<td>3</td>
<td>21 months</td>
</tr>
</tbody>
</table>

**TOTAL:** 8 Experts / 53 months

**3.4.2 Investment**
The proposed Investment activity will put in place equipment and software systems supplies for the trial run of the Electronic Registry. After the detailed technical equipment specification, which will be examined by the Technical Assistance, the tender preparation and purchasing of the special technology supplies will start.

*The following special technology and system software supplies for the Electronic Registry trial run will be provided:*
• Special software for electronic documents accepting, for received documents format and content checking and for electronic signature authentication.
  Estimated price 0.18 MEURO
• Special software for receipt of acceptance or denial of the electronic document, for time stamp and for execution of the guaranteed electronic signature.
  Estimated price 0.14 MEURO
• Special cryptographic hardware and software for verifying of the lawfulness of the delivered electronic receipts to the submitted documents
  Estimated price 0.22 MEURO

Detailed technical equipment and software specification support (See Annex 7) will be examined by the Technical Assistance (See 3.4.2). The intended supplies do not include standard PC equipment and software; there will be provided only special technology and system software supplies, which are essential for the trial run of the Electronic Registry.

Budget: 0.54 Million EUR, which includes national co-financing.

3.4.3 Twinning Light for Development of Administrative Capacities

This activity would start after beginning of the Technical Assistance and the Investment activity. However, as it is less time consuming, it will run in parallel with them. The proposed Twinning Light takes into account that the changeover to electronic interaction involves some changes to internal working methods/ procedures of the administration and that consequently the development of the administrative capacities (staff of GCCA, its supporting institutes, Regional Cadastral Offices and District Cadastral Registries) should be ensured. All training courses will be based on the training needs analysis and design of the relevant administrative staff training accomplished by the Technical Assistance. A well-trained staff will be able to apply administrative procedures with a high degree of efficiency. The training courses will be aimed at the professional technical staff in the area of informatics and at the technical staff that is intended to provide cadastral services via Electronic Registry. This Twinning Light activity also includes the launching of an information campaign for the general public with the aim of ensuring the widest possible publicity for the newly available services. This information campaign should include the organisation of at least two press conferences, the elaboration and publication of a manual for the wide public on how to use the new electronic services and the identification of key information on new electronic services that should be published on GCCA’s web page.

Key activities:
• Elaboration of the detailed training needs and specification of training courses duration (training courses will be aimed at the professional technical staff in the area of informatics and at the technical staff, which is supposed to provide cadastral services via Electronic Registry) based on the training needs analysis accomplished by the Technical Assistance, which takes into account and further develops the outputs of training program delivered within Phare Twinning Light for Management Training and Staff Development 2003-004-995-02-01.01.

  Training for the professional technical staff in the area of informatics up to two thematic courses for the same 30 trainees (approximately 30 trainees altogether)
  ➢ The training will include topics of information technologies related to the Electronic Registry, software support, maintaining and backing up of the data. One of these courses will be aimed at training for future trainers (15 trainees).

  Training for the technical staff in the area of cadastral services providing– up to four thematic courses for some 20 trainees (approximately 80 trainees altogether)
The training will match to the skill needs identified in the detailed training needs analysis – to identify and prepare the effective cadastral services providing.

The training will be based on design of the staff training elaborated in Technical Assistance

• Elaboration of a study on the possibility of using electronic teaching tools in the training process for the sectoral administrative capacities. Electronic teaching will enable more effective and efficient staff training in the future.

• Launching of information campaign for the general public with the aim of ensuring the widest possible publicity for the newly available services. This information campaign should include the organisation of at least two press conferences, the elaboration and publication of a manual for the wide public on how to use the new electronic services (the manual will be placed at all cadastral offices) and the identification of key information on new electronic services that should be published on GCCA’s web page.

**Additional services:**

• Interpretation and translation related to the preceding items

• Elaborating and supply of teaching material

**Twinning Experts:**

The Twinning Light Project Team will contain: a project leader, a pool of short/medium-term experts.

A **project leader** should be a senior civil servant with at least ten years of working experience in a State or Regional Administration and a good knowledge and familiarity with all the problems and issues related to the above-mentioned activities. He/she should be fluent in English (written and spoken) and have good organisational, communication and presentation skills. Comparative knowledge and familiarity with processes of providing cadastral services carried out in EU Member States and previous experience of work in candidate countries would also be an asset.

The tasks of project leader will involve collaboration in design and delivering training programmes and providing administrative support (financial and organisational management). The project leader will be responsible for the co-ordination of all in-country assignment activities, and the coordination of all expert inputs. The project leader should be available to travel to Slovakia during inception phase of Twinning Light activity as well as to participate in project meetings and in specific project activities as required. The project leader would work approximately 1 man/month.

A **pool of short-term experts** should include a civil servant expert on Internet cadastral services, a civil servant expert in the area of information technology and data security, an expert on public relation who will be in charge of information campaign and an e-learning expert. These experts should ideally be civil/public servants from Member State’s regional or local administration. All experts should be specialised in training with previous experience or participation in similar training programmes carried out in candidate countries. Each of the experts will be available on short mission, for 5 months in total. Each of them would work approximately 1 man/month.

**TOTAL: 5 Experts / 5 months**

**Co-ordination**
The project should be delivered through a collaborative, partnership-based approach with an emphasis on skills transfer. The GCCA will provide counterpart staff to support the aims of the Twinning light project. The key GCCA personnel will work closely with the Project Team to provide all the information needed and also to ensure, that the all of the proposed assessment, recommendations and training subjects are appropriate to the situation in Slovakia and that the design of the resultant training meets all of the skill needs identified. The continuity between experts will be maintained by regular project meetings.

**Budget**: 0.21 Million EUR, which includes national co-financing.

### 3.5 Lessons learned

According to the OMAS *Final and Annual Assessment Reports* No. R/SR/AGR/98117 and Nr. R/SR/EUR/00100 the future GCCA projects should take into account the comprehensive audit of all equipment and software relevant to the project that has been done before project inception. In the *Final Report on Phare Project SR 9906.04.01.0006* from June 2003 is recommended that GCCA should apply for further support from international donors. Own efforts and external advice shall enable GCCA to continue the process of improving and extending its services.

The list of important recommendations that will be dealt with in this project:
- Derive a market oriented fee structure from finding out the real costs of GCCA’s services and products by introducing cost accountancy
- Analysing asset management, regarding especially depreciation
- Use the possibilities of computer-based learning

### 4. Institutional Framework

The Geodesy, Cartography, and Cadastre Authority of the Slovak Republic (GCCA) as a central body of the state administration, was created on 1st January 1993, following the creation of the Slovak Republic. The GCCA consists of a central Executive Branch, 8 Regional Cadastral Offices in region seats, and 79 District Land Registries (DLR) in district seats, which are established as separate legal entities, responsible to GCCA. The Authority has established and directly controls three supporting Institutes:
- The *Geodetic and Cartographic Institute in Bratislava* (the central data base administration)
- The *Cadastral Institute in Žilina* (methodological control relating to the cadastral maps)
- The *Research Institute of Geodesy and Cartography in Bratislava* (the research and project implementation body).

The central executive branch of GCCA will be in charge of technically implementing the project. It will delegate all operational responsibilities to the Implementation Unit, within GCCA, which will set up a project implementation unit for carrying out the project.

The final recipients of the programme include the GCCA’s subordinate bodies (Cadastral Offices, District Land Registries, 3 institutes), and indirectly the state administration, municipalities, tax offices, private surveying companies and other business bodies dealing with land and real estate, as well as wide public. The results of the project will not lead to the institutional framework change. Owner of the assets after the Project completion will be the GCCA and its subordinate bodies.
The effective co-ordination and mutual information exchange among the all involved institutions will be ensured at regular meetings of the Steering Committee (SC) established from the members of GCCA and its supporting institutes. The committee will be meeting at-least once a month to review progress of project activities, and to discuss and resolve high-level problems, which are seen to have a bearing on the outputs of the project, and to ensure that all recipients are informed of activities that will affect them. In order to ensure the capacity for successful implementation of this project the GCCA has adopted respective measures and the Department of International Cooperation and European Integration has been strengthened by accepting two more employees and thus the full number of staff has been achieved.

5. Detailed Budget (€ Million)

<table>
<thead>
<tr>
<th>Component</th>
<th>TF Support</th>
<th>National Co-financing</th>
<th>IFI</th>
<th>TOTAL</th>
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<tbody>
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<td></td>
<td>TF Support</td>
<td>Total TF (=I+IB)</td>
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<td></td>
<td>Investment</td>
<td>Institution Building</td>
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<td>Technical Assistance</td>
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<tr>
<td>Investment</td>
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<tr>
<td>Twinning Light</td>
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</tr>
<tr>
<td>TOTAL</td>
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<td>0.75</td>
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</table>

The government co-financing contribution (0.4 MEUR) was included into the proposal for state budget and will be secured and earmarked in the state budget for the years 2005-2007.

The national co-finance indicated in this table would comprise a small part of special technology and system software supplies and would partly cover technical equipment specification support, software customising specification, collaboration in trial run of the Electronic Registry and cooperation in defining Terms of Reference for TA activity.

National co-financing for the investment component has to be understood as joint co-financing.

6. Implementation Arrangements

6.1 Implementing Agency

PAO: Director of CFCU – Ms Silvia Czuczorova
Ministry of Finance, Štefanovičova 5
817 82 Bratislava
Slovak Republic
Tel.: +421 2 5958 2446   Fax: +421 2 5958 255
E-mail: cfcu@mfsr.sk, czuczorova@cfcu.sk

6.2 Beneficiary institutions for twinning:

The institutional twinning partner will be the GCCA, which will delegate its overall responsibility to the to the Research Institute of Geodesy and Cartography (RIGC). The twinning experts will be deployed at to the RIGC in Bratislava. The RIGC Deputy Director will be the contact person for the twinning arrangements.

Contact person: Juraj Vališ
Address: VÚGK, Chlumeckého 4,
826 62 Bratislava
Slovak Republic
Telephone: +421-2-43335085
Fax: +421-2-43292028
E-mail: valis@vugk.sk

6.3 Non-standard aspects

N/A
6.4 Contracts

1. *Technical Assistance* €0.80 Million
2. *Hardware and Software Supply* €0.54 Million
3. *Twinning Light* €0.21 Million

Slovak co-financing included.

7. Implementation Schedule

7.1 *Start of tendering* – 4th quarter 2004
7.2 *Start of Project Activity* – 1st quarter 2005
7.3 *Project Completion* – 2nd quarter 2006

8. Sustainability

The GCCA and its subordinated institutions are equal opportunity employers. Equal opportunity 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 positions/places will be sought. No environmental impact is assumed, but the outputs of the project will be used as a basis for various environmental studies (*inter alia*, in the area of land consolidation, agriculture, land conservation, or territorial planning). A rate of return analysis has not been undertaken due to difficulty of expressing the project’s benefits in terms of either personal income or value added. Elaborating of the price recovery study for online cadastral services will be a part of Technical Assistance. Revenues that might result from the system operation will contribute to the sustainability of the system.

In order to ensure the capacity for successful implementation of this project the GCCA has adopted respective measures and the Department of International Cooperation and European Integration has been strengthened by accepting two more employees and thus the full number of staff has been achieved.

The programme is complementary to state investment programmes concerning GCCA and Cadastre. The Slovak government will contribute minimum 25 percent of the projects. The Transition Facility /TF/ intervention does not displace other financiers.

All the preparatory work and the necessary technical studies have been completed. The project complies with the minimum size requirements.

Relevant policies and regulations of the Government ensure that all equipment funded under the scheme will comply with the European Union norms and standards.

All investment of the project respect the state aids provisions of the Europe Agreement.

9. Conditionality and Sequencing

- The government co-financing contribution (€ 0.40 Million) is to be secured in the 2005 national budget.
- Staff availability, covering management and technical staff, will be secured.

10. List of Annexes:

Annex 1 – Logframe Planning Matrix
Annex 2 – Detailed Implementation Chart
Annex 3 – Cumulative Contracting and Disbursement Schedule (MEUR)
Annex 4 – Feasibility Studies
Annex 5 – List of Relevant Laws and Regulations
Annex 6 – Reference to Relevant Government Strategic Plans and Studies
Annex 7 – Specification of Supply
## LOGFRAME PLANNING MATRIX FOR

### Project

#### Strengthening the Efficiency of Cadastral Services

<table>
<thead>
<tr>
<th>Overall objective</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>To establish efficient access to cadastral services as a part of government strategy for reducing corruption and to improve the provision of services to Slovak and European citizens.</td>
<td>Online access to generic cadastral services</td>
<td>Official Journal of the GCCA</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annual National Statistics from the GCCA</td>
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<td></td>
<td></td>
<td>Internet</td>
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</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>Simplified, accelerated and safe online administrative procedures and cadastral services for citizens, enterprises and businesses as well as for state administrative bodies and municipalities</td>
<td>Availability and completeness of cadastral generic services</td>
<td>Annual National Statistics from the GCCA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Simplification and reduction of the administrative procedures for enterprises, businesses, municipalities</td>
<td>Official Journal of the GCCA</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Questionnaire for enterprises, businesses, employees of municipalities</td>
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</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>Electronic Registry with generic information, cadastral services and access to forms available on the Internet (trial run)</td>
<td>On-line Electronic Registry for public Internet access with at least 10 generic services and 10 forms</td>
<td>Official Journal of the GCCA</td>
<td></td>
</tr>
<tr>
<td>Price Recovery Study for online cadastral services (this study will be implemented after adoption of the necessary changes in legislative norms)</td>
<td>110 graduates of training courses</td>
<td>GCCA records</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elaborated Price Recovery Study</td>
<td>Internet</td>
<td></td>
</tr>
<tr>
<td></td>
<td>On-line Electronic Registry services in line with the Security Project</td>
<td>Published accounts</td>
<td></td>
</tr>
<tr>
<td>Implemented Project on Security and protection of the Internet cadastral services</td>
<td>List of necessary changes in the relevant legislative norms</td>
<td>Effective co-operation with institutions that keep the data needed</td>
<td></td>
</tr>
<tr>
<td>Informed public through launching an information campaign for the general public with the</td>
<td>Two press conferences arranged</td>
<td>Trained staff need to be given appropriate tools and facilities to apply obtained skills</td>
<td></td>
</tr>
</tbody>
</table>
aim of ensuring the newly available services propagation

- Identification of the necessary changes in legislative norms, support in design and preparation of the new relevant legislative norms
- Well-trained staff able to apply administrative procedures in new electronic environment
- Study on possibility of using of the electronic teaching tools in the educational and training process for the staff

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies: Equipment and software system supplies for the Electronic Registry</td>
<td>Technical Assistance contract (€ 0.8M including national co-financing)</td>
<td>Adequate funding by the State budget available when requiring and retaining adequate staff</td>
</tr>
<tr>
<td>Technical Assistance by EU - experts</td>
<td>Supply contract (€ 0.54M including national co-financing)</td>
<td>Strong leadership</td>
</tr>
<tr>
<td>Twinning light for the Development of Administrative Capacities</td>
<td>Twinning light arrangement (€ 0.21M including national co-financing)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Preconditions</th>
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<tbody>
<tr>
<td>- The government co-financing contribution (0.4 MEUR) will be secured</td>
</tr>
<tr>
<td>- Adequate staff available</td>
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</table>
Annex 2 – Detailed Implementation Chart

Name of programme: Strengthening the Efficiency of Cadastral Services

Project no.: 2004/016-764.08.01

<table>
<thead>
<tr>
<th></th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
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<tbody>
<tr>
<td>Technical Assistance</td>
<td>D D D T T T I I I I I I I</td>
<td>D D D T T T I I I I I</td>
<td>D D D T T T I I I I I</td>
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<tr>
<td>Investment</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Twinning Light</td>
<td></td>
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<td></td>
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<tr>
<td>Design</td>
<td>D</td>
<td>D</td>
<td>D</td>
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<tr>
<td>Tendering and Contracting</td>
<td>T T</td>
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<td>T T</td>
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<tr>
<td>Implementation</td>
<td>I I I I</td>
<td>I I</td>
<td>I I</td>
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</tbody>
</table>
Annex 3 – Cumulative Contracting and Disbursement Schedule (MEUR)

Name of programme: Strengthening the Efficiency of Cadastral Services
Project nr.: 2004/016-764.08.01

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>Contracted</td>
<td>0.60</td>
<td>1.00</td>
<td>1.15</td>
<td>1.15</td>
<td>1.15</td>
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</tr>
<tr>
<td>Disbursed</td>
<td></td>
<td></td>
<td>0.15</td>
<td>0.75</td>
<td>1.15</td>
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</table>

Annex 4 – Feasibility Studies

The project design follows:

- The study about design, development and prototyping of the Electronic Registry.
- The risk analysis of implementing the Slovak eGovernment policy in the GCCA environment.
Annex 5 – List of Relevant Laws and Regulations

A. Regulations relating to the Cadastre

a) Law
1. The Act No. 162/1995 on the Real Estate Cadastre and the Entries of Ownership and Other Rights to the Real Estates (The Cadastre Act) as amended
2. The Act No. 215/1995 on Geodesy and Cartography as amended
3. The Act No. 180/1995 on Some Measures Pertaining to the Settlement of Title to the Land as amended
4. The Act No. 182/1993 on the Transfer of Ownership to Flats as amended
5. The Act No. 64/1997 on Using of the Land in Garden Colonies and on the Settlement of the Ownership to Them as amended

b) Decrees
1. Decree of GCCA No. 79/1996 by which the Act No. 162/1995 on the Real Estate Cadastre and the Entries of Ownership and Other Rights to the Real Estates (The Cadastre Act) is executed as amended
2. Decree of GCCA No. 157/1996 by which the Act No. 180/1995 on Some Measures Pertaining to the Settlement of Title to the Land is executed
3. Decree of GCCA No. 534/2001 regulating the Details of Work Organizing and on Depositing and Manipulation of Files on Cadastral Offices and District Cadastral Registries (Administration Rule)
4. Decree of GCCA 178/1996 by which the Act of the National Council of the Slovak Republic on Geodesy and Cartography is executed

B. Related Basic Legal Norms (Acts, Decrees and Regulations of the Government)
1. The Act No. 215/2002 on Electronic Signature and on Amendment of Certain Laws
2. The Act No. 22/2004 on Electronic Business
3. The Act No. 216/1995 on the Chamber of Surveyors and Cartographers
4. The Act No. 71/1967 about the Administrative Procedure (Procedural rules) as amended
5. The Act No. 99/1963 Civil Juridical Rule as amended
8. The Act No. 317/1992 on Tax from Real Estate as amended
9. The Act No. 318/1992 on Tax on Heritage, Donation, and on Transfer and Transition of Real Estate as amended
13 The Act No. 111/1990 about the State Owned Enterprises as amended
14 The Act No. 70/1997 on Expatriates Slovaks as amended
16 The Act No. 372/1990 on Offences (violations) as amended
17 The Act No. 369/1990 on the Municipalities as amended
18 The Act No. 138/1991 on the Municipal Property as amended
19 The Act No. 278/1993 on the Administration of the State property as amended
20 The Act No. 282/1993 on the Reduction of Some Property Injuries Made to Churches and Religious Societies as amended
21 The Act No. 92/1991 on the Conditions of the Transfer of State Property to Another Entities as amended
22 The Act No. 229/1991 on the Regulation of Ownership Rights to the Land and to the Another Agricultural Property as amended
24 The Act No. 42/1992 on the Reform of Property Relations and the Settlement of Property Claims in Co-operatives as amended
25 The Act No. 293/1992 on the Modification of Some Ownership Rights to Real Estate as amended
26 The Act No. 323/1992 on the Notaries /Notary rules/ as amended
27 The Act No. 184/2002 on the Waters as amended
28 The Act No. 61/1977 on the Forests as amended
29 The Act No. 307/1992 on the Protection of the Agricultural Land Fund as amended
30 The Act No. 50/1976 on the Urban Planning and the Construction Rule as amended
31 The Act No. 221/1996 on the Regional and Administration Arrangement as amended
32 The Act No. 270/1995 on the State Language of the Slovak Republic as amended
33 The Act No. 428/2002 on the Protection of Personal Data as amended
34 The Act No. 211/2000 on the Free Access to Information
35 The Act No. 618/2003 Copyright Act
36 The Act No. 303/1995 on Budgetary Regulation as amended
37 The Act No. 145/1995 on Administrative Charges as amended
38 The Act No. 18/1996 on Prices as amended
39 The Regulation of the Government No. 208/1992 on the rent of the agriculture and forest Real Estates and on the rent of the Agriculture farm
40 The Regulation of the Government No. 152/1996 on the Basic tariffs of levies for the ablation of the agriculture land from Agriculture Land Fund
Annex 6 – Reference to Relevant Government Strategic Plans and Studies

A. The role of government institutions

Within the market economies in recent years there has been a reappraisal of the role of government and its supporting institutions. Government is increasingly seeking ways of divesting itself of responsibilities for many aspects of administration, through contracting out, public/private sector partnerships/reassessment of core business areas and concentration of increasingly scarce public sector resources on essential matters.

An increasing amount of administration is concerned with information flows. This is highly suited to automation and electronic data processing, and the rapid spread of Internet and other network technology means that new opportunities are opened for information management and access. The infrastructure investments are very high, the operational costs are high, and the data loading/data conversion tasks is immense. The traditional viewpoint of organisations that are considered to be offices of the State Administration is that they are mandated with specific (usually administrative or technical) tasks, which must be carried out according to precise Government regulations, often spelling out in great detail the technical standards to be implemented.

The following policy issues arise:

- Costs of modernisation
- Reassessment of the core business activities
- Determination of the market needs
- Staff and professional development in order to retain staff in an increasingly competitive labour market
- Modern management practices, staff retraining and the introduction of IT
- Reduction of state contribution and increase of cost recovery
- Public/private sector cooperation and alternative structural models
- Quality control and standards

B. Financing Options

There is an overriding political-ideological decision that will dictate policy development concerning finance of the Cadastre and Land Registration sector. The Government is faced with a choice between the following three alternatives.

1. The state is correcting past injustice. The state is therefore responsible for correction of past misdeeds or providing compensation. In this case the state must pay.

2. The state must “kick start” the land market process and spur on the economic transition, and so state investment is justified economically.

3. The user pays. The person who receives the (financial) benefit of a process should bear the costs.

There is a move in many governments towards increased cost recovery and most Cadastre authorities in market economy countries, where they exist, are able to reduce dependence on state funding. Some (Netherlands, New Zealand) are essentially private companies. The long-term vision of GCCA is to reduce its direct funding and become a self-sustaining organisation. However, considerable strengthening will be required.

C. Accession to the European Union.

Preparation for the accession of the Slovak Republic to the European Union involves fundamental reform activities, especially in the areas of legal approximation, institution building and public administration reform.
Article 222 of the EC Treaty states that the Union shall in no way prejudice the rules in Member States that governs the system of property ownership. Article 54(3) (e) explicitly calls on the Commission to establish the freedom whereby nationals of one member state may acquire and use land and buildings in another member state. This is further supported by Directives 63/261 and 63/282, which concern the right to acquire, occupy or exploit any property.

The following policy issues are important:

- **Support for the internal market.** There can be no discrimination in law between nationals of the member States with respect to property ownership.
- **The Common Agricultural Policy and the Integrated Agricultural control system (IACS).** The enactment of the Common Agricultural Policy (CAP) requires the development of a system of reporting for production of agricultural produce (for subsidies) based on farm unit and areas under cultivation. This requires a comprehensive database/reporting system to be constructed in line with regulation 3508/92 (technical issue)
- **Reform of public administration and institution building.** This requires investment and development of structures able to apply fully the *Acquis Communautaire* (especially in agriculture, environment)
- **The establishment of functioning market economy.** This implies the creation of an economically viable agricultural sector, including establishment of Land Administration institutions, development of private sector financing, information services and viable farm units as well as support for the residential and industrial sectors of the land market.

### D. The Transition to a Market Economy

The transition to a market economy must rectify the consequences of the period of socialist government. It requires the creation of a “framework” which provides the legal basis for the secure ownership and transfer of property assets, affords legal protection (ultimately through the courts as the last resort), and introduces the idea of “market value” and credit financing (i.e. professional market valuation and mortgages) as the mechanism of facilitating exchange of property.

The special problems in the Cadastre and Land Registration sector created by the socialist policies need to be comprehensively addressed:

- **Legacy of the socialist agricultural policy**;
- **Creation of large field units reflecting socialisation of agriculture and loss of ownership boundaries**
- **Separation of usage and ownership**: the change of the land records system to reflect usage rather ownership
- **Expropriation of property followed by later restitution**
- **Lack or poor records of changes in ownership, especially in the cases of inheritance**
- **Accuracy and completeness of the records concerned with land administration**: the records were not systematically updated
- **State and the co-operative as the major owner and occupier of land**
- **Lack of market mechanisms, e.g. valuation unconnected to market value, financing mechanism absent and / or poorly understood**
- **Creation of viable farm units: restitution has lead to excessive fragmentation leading to uneconomic farm units**
E. Land Markets

The Land Market includes the regulating institutions (the land registers, the legal basis, the cadastre), the players (land owners and tenants), the goods and services (land and its usage) and the financial instruments (mortgages, credit, valuation and taxation). The State plays an important role in each of these sectors - it is a regulator, a landowner itself, and also a major financier and revenue raiser. The policies in the land market sector are therefore profoundly influenced by the role of the State, perhaps more so than in other markets (e.g. financial or trade).

A well-developed land market can be characterised as follows:

- Sound legal basis for ownership with open trading of property rights
- Recording and registering systems that are well implemented with secure institutional structures and well regulated activities
- Land owners and tenants that are active and represent a range of different stakeholders including a strong private sector and corporate players
- Land and buildings can be traded, leased and be used as security; there is a variety of assets available, apartments, residences (various sizes), offices, commercial building and agricultural land holdings
- Financial instruments are clear and well supported with sufficient range and low risk
- Clear government policy to create strong and clearly understood regulating authorities with a favourable environment for investments and providing strong individual motivating forces.

F. Developments in Cadastre and Land Registration sector during the period 1989-2004

Following the political changes of 1989, the cadastral and land registration sector was restructured in order to try and quickly put in place a nation-wide cadastral system based on a new institutional organisation, a new legal framework supporting private property and also the supporting technical infrastructure based on relatively simple technical systems.

The GCCA was established as an independent authority (at the Ministry level) consisting of a central executive branch, two (later three) supporting institutes and a national network of regional and district cadastral offices. However in 1996, management and budgetary responsibility of the District Offices was transferred to the State Administration and each district cadastral office became simply one department of the district administration offices. GCCA lost direct control of these offices that are central to the maintenance and creation of the Cadastre.

In 1991/3, new legislation was passed to establish the new “Cadastre of Real Estates” as a unified system consisting of both a textual part (legal and administrative record) and a graphical part (cadastral map), which would provide the registration of ownership (title) for all land and property. Additional legislation was concerned with the establishment of rules and regulations for land consolidation programmes and establishment of the basis for land restitution. These have been later amended by further acts, concerned with land title consolidation, entries to the cadastre, the role and responsibility of the GCCA, and the professional regulation of surveyors. There are also amendments to the above acts, which have been proposed or passed including amendments to the Civil Code.

The new “Cadastre of Real Estates” (CRE) came into operation. The CRE is unified; i.e. both the legal title and the physical description are contained in the CRE. At present all of the title registration data is held in computerised databases; the longer-term aim is to achieve a fully integrated computerised system.

Each of the 79 district offices has been equipped with PC-based network, which run systems to manage the title information. There is also a ledger type application which tracks the applications submitted to the cadastral offices.
A central server contains the contents of the former central database, which have been partly ported to a new hardware. A project implemented in 2002 was addressed to fully integrate the databases between the central and district systems.

G. Achievements

The GCCA is completing the second phase of the sector modernisation. This has involved the following steps:

1. The establishment of an adequate legal framework able to support the title to land and property and also support the conveyance process. Approximation with EU legislation is taking place.
2. The first phase establishment of a nation-wide network of offices, which manage the land and property records in each district and provide some services to clients.
3. The completion of the first phase of the modernisation of the technical infrastructure of the land registration sector – through the provision of PC based LAN databases within the cadastral offices to manage the title information.
4. The replacement of the old central mainframe computer and porting of the centralised database into the new environment.
5. The provision of information by the cadastral offices in response to requests in order to support the restitution programme.
6. A comprehensive re-equipment of the surveying and mapping sector has been carried out and the Training Centre was created.
7. Successful use of contracting-out to undertake land title consolidation in nearly 30% of the cadastral units.
8. Modernisation of the sector structure – central executive branch at ministry level; three supporting institutes responsible to the GCCA, and 8 Cadastre Offices at Regional level with independent budgetary responsibility for a total of 79 District Cadastral Registries.
9. GCCA has started a programme of the cadastral maps digitising.
10. Introduction of modern topographic mapping technology and the development of products to support GIS.
11. Creation of the state-wide central database, linked to the Cadastral district databases by means of the computer net, at presence updated in 2 week, (and gradually in a daily interval) to be used by state authorities, executors etc.
12. Testing and rollout of the new Cadastre data model, (without SPI and SGI connection).

H. Land and Title Consolidation

The land consolidation programme dates from Act 330 of 1991, and came into effect in 1993. The result of the land consolidation process is that all claims are processed and the land is rearranged into the best possible pattern consistent with legal ownership claims. This includes the marking out in the field of the new boundaries, the enforcement of regulations concerning access, and may also involve the establishment of new supporting infrastructure (roads, drains, fences, etc). It is extremely expensive, time consuming, requires the identification and agreement of all participants, and can result in many small parcels, if there are many claimants. This work is under the control of the land offices.

Based on experiences with this programme, and some other attempts at land consolidation a new Land Title Consolidation Act 180/1995 was passed which seeks to avoid some of the difficulties of 330/91 and concentrates on the resolution of the title problems. Starting from 1996, there has been an annual programme of land title consolidation (ROEP).
I. Surveying and Mapping
The GCCA has responsibility for the production of large and medium scale topographic maps, the maintenance of the geodetic network, and has various other duties associated with the provision of geographic information, international professional relations and the execution of geographic related research of national importance.
A particular task has been the establishment of precise border demarcation and controls for the new territory, the re-observation using modern GPS equipment of the geodetic network, and the upgrading and densification of the control network, in order to support the increased level of surveying and mapping activities carried out by both the GCCA bodies and the private sector.
During the period 1993-2002, the GCCA has also concentrated upon the introduction of modern technology and digital cartographic techniques, largely supported through Phare programme to support the introduction of modern computer based topographic mapping technologies and the development of products to support GIS (Geographic Information System) data sets, necessary to support other state bodies, local authorities as well as the private sector.

Annex 7 - Specification of supply

Equipment and systems software supplies for the Electronic Registry (trial run):
• Special software equipment for electronic documents accepting which enables to assign them the unique identification

• Special system software for required format and content checking of the received documents, which enables especially their smooth recognising and administration by the Electronic Registry technical tools, and meeting and checking for the computer viruses as well

• The tool for electronic signature authentication which is the technical equipment and software by means of which the authenticator, on the basis of the signed electronic document and the public key belonging to a private key that was used for the execution of this electronic signature, verifies the correctness of the electronic signature

• Special software equipment for receipt of acceptance or denial of the electronic document by issuing of the own electronic document with using of the time stamp

• Security equipment for time stamp executing which means the technical equipment and software that can produce a time stamp of the given electronic document on the basis of time data, the respective electronic document and a private key produced for this purpose

• Security equipment for execution of the electronic signature which will be used for executing guaranteed electronic signatures; such equipment protects the private key stored in it against misuse by an unauthorised person, enabling in a reliable manner to recognise any falsification of electronic signatures and signed electronic documents

• Special cryptographic hardware and software

• Technical equipment and software for verifying of the lawfulness of the delivered electronic receipts to the submitted documents (electronic postal and delivering receipts)