STANDARD SUMMARY PROJECT FICHE

1. Basic Information

1.1 Désirée number: HU.01.10.02-SL.01.09.03
1.2 Title: Joint Small Projects Fund
1.3 Sector: Economic and Social Cohesion
1.4 Location: Pomurje region (NUTS III) in Slovenia and Counties (NUTS III regions) Vas and Zala on the Hungarian-Slovenian border in Hungary

The Joint Small Projects Fund will finance small projects for the programme area described in the Joint Programming Document (JPD).

2. Objectives

2.1. Overall objective(s)

The overall purpose of the Joint Small Projects Funds to support local development activities of a cross-border nature by involving local actors from the border regions. The ultimate objective will be to enhance the capability of local and regional authorities to develop and implement joint projects within the border region.

Key issues for the JSPF include:

• encouragement and support for the creation of sustainable co-operation networks between local and regional actors in the border region;
• assistance to the local organisations for the development of capabilities and capacities for developing and implementing projects within the border region;
• development of a common project implementation structure, unifying historically and culturally different regions.

In pursuing these objectives, the JSPF provides a flexible approach to funding smaller scale actions, which are defined on the basis of local/regional needs, and which have a cross-border impact.

2.2. Project purpose

To strengthen co-operation in the following fields:

1. Local economic development, including tourism
2. Promotion of co-operation in the field of health, particularly the sharing of resources and facilities on a cross-border basis
3. Development or establishment of facilities and resources to improve the flow of information and communication between border regions, including support for cross-border radio, television, newspapers and other media
4. Cultural exchange
5. Local employment, education and training initiatives
6. Environmental protection

These actions include joint activities across the borders, including services, supply and works contracts.

2.3. Accession Partnership and NPAA priority

Slovenia

The aim of the project is in compliance with the measures identified for the Phare CBC programme in the Commission Regulation of December 1998, especially with articles 5 j to n.

With reference to the Accession Partnership, this project aims to support the integrated approach by addressing regional disparities in the border region. By strengthening and development of people-to-people initiatives, this project stimulates real cross-border co-operation in the regions, seen as one single unit.

In relation to the National Programme for the Adoption of the Acquis, the project meets the following objectives and targets that are in connection with the fields 1.2.12.1, 1.2.12.3, (Regional Development):

- strengthen the institutions within the specific programme for the adjustment in the field of structural policy, based on consultancy, education and exchange of experts
- ensure conditions for monitoring the effectiveness of regional policy measures

Hungary

The Joint Small Projects Fund will play a substantial role in Hungary’s preparation for the accession to the EU and the absorption of Structural Funds support primarily by building up capacities at local and regional level. The JSPF will also contribute to the cultural, social and economic cohesion in the border regions of the two candidate countries.

2.4 Contribution to National Development Plan

Slovenia:

The actions, financed through the JSPF are in the line with the following Slovenian PNDP priorities:

- Development objectives and investment priorities
  - 3.1.2. National investment priority No.2: Economic infrastructure
  - 3.1.3. National investment priority No.3: Human resource development
  - 3.1.4. National investment priority No.4: Agriculture restructuring and Rural Development
3.1.5. National investment priority No.5: Environmental protection
3.1.6. National investment priority No.6: Regional development

Hungary:

The project proposal is in line with the priorities identified in the Preliminary National Development Plan.
This programme is not geographically located in the NUTS II regions identified by the Hungarian Government for Economic and Social Cohesion under the Phare National Programme.

2.5. Cross-border impact of the project

The Joint Small Projects Fund will facilitate conductive face-to-face contacts amongst the people living in the cross-border region. The character of the individual projects and the general direction of the Fund guarantee a high degree of cross-border relevance. All projects financed by the Joint Small Projects Fund will focus on personal and communal contacts across the Hungarian-Slovene border. This will contribute to the alignment of the living conditions in the border area. In relation to tourism, the cross-border element is particularly significant and this is an important dimension of actions to be supported under the JSPF. Good-neighbourly relations will remove unjust anxieties on both sides of the border that might be connected with the forthcoming accession of Slovenia and Hungary to the Union. Full membership will require the approximation of levels of economic activity and living standards in particular on the border in order to avoid undue issues connected to the removal of borders and the introduction of the principle of free movement. The potential applicants will have to demonstrate their partnership with another organisation of the other side of the border in order to be eligible.

All applicants will have to justify their project proposals in terms of relevance to the common development priorities and measures detailed in the Joint Programming Document. The project selection will be carried out in a joint institutional framework and on the basis of a common methodology. The Joint Evaluation Committee of the JSPF will be composed of representatives of the relevant Hungarian and Slovenian border regions.

3. Description

3.1. Background and justification

The inclusion of flexible funding mechanisms like Joint Small Projects Fund aiming small scale intervention addressing identified local needs is an efficient instrument due to its popularity among local/regional actors and a relatively quick implementation period.

The Phare 2001 Joint Small Projects Fund follows similar operations carried out under the HU/AU 1995, 1996, 1997 and the HU/SL 1995 Phare CBC programmes in Hungary and the Joint SPF SLO/HU 2000. Approximately 50 projects received support in each year. Their success has greatly contributed to the positive image of the Phare Programme among the population in the target region. The assessment of the CBC Phare Programmes HU9502, HU9610 and HU9701
carried out by the OMAS Consortium (Report No. R/HU/CBC/98033) is stating as an overall conclusion on the financed Small Projects that:

“The Small Projects Fund has broadened the field of activity of the CBC Programmes by encouraging local involvement and provided a firm basis for developing larger initiatives.”

The Slovenian projects under the Phare CBC SLO/A/H in 1995 and 1996 programmes attracted 44 applicants during the first year and in next year 72 applicants. However, not only the increased number of projects has to be mentioned, but also the improved quality of the prepared project proposals. The SPF is in the society in the border region one of the most popular instruments of funding. However, many joint actions have been introduced and resulted in a number of concrete results such as CDs, books, leaflets etc.

This programme involves joint actions in the field of economic, cultural and social life of the border area. The positive impact is reflected by the large number of long-term direct links between non-profit, decentralised organisations such as professional and special interest associations in the regions. The JSPF proves to remain a flexible instrument, managed at local level to ensure a maximum level of subsidiarity.

3.2. Linked activities

The JSPF forms an integral part of the Phare CBC Programme. It complements other projects of the CBC Programme primarily by creating a flexible mechanism for the support of small-scale activities and in some cases by preparing future large scale CBC projects. The JSPF of the 2001 programme will be based on the experience of the Small Project Funds supported by previous programmes in 1995, 1996, 1997 and 2000.

3.3. Results

- Some 20 to 30 individual small cross-border co-operation measures in line with the priorities of the Joint Programming Document for the period 2000-2006 completed

The results of the individual funding operations will depend on the outcome of the planned Call for Proposals. It can be expected that the overall structure of results will be similar to those of the previous Small Projects Funds as well as in line with the priorities set out in the Joint Programming document for the period 2000-2006, namely:

- Sustainable Spatial Development
- Human Resources Development
- Regional Cohesion and Economic Co-operation

The projects are to encourage new forms of cross-border co-operation and strengthen existing ones, since according to the document Programming Phare 2001, the JSPF remains the only financing tool to support initiatives with high CBC impact covered under points (j) to (n) of Art 5(1) of Commission Regulation 2760/98.
3.4. Activities

- Implementation of the Joint Small Project Fund programme, in line with the provisions of the PRACTICAL GUIDE to Phare, ISPA and Sapard and the Vademecum on Grant Management.

The Joint Small Project Fund will be implemented as part of the Cross-Border Co-operation Programme. The Fund will provide Phare grants to projects with a required rate of co-financing of the beneficiaries in the following sectors:

1. Local economic development, including tourism
   - analysis of cross-border area
   - preparation of guidelines and joint planning for the management of the area including the cross-border areas as an integrated geographical unit
   - promotion of multi-sectoral frameworks for land use
   - preparation of joint guidelines for the planning and management of areas between agglomerations located close to borders, paying particular attention to the principles and guidelines of “Sustainable urban development: a framework for action” (COM(98)605 final)
   - planning of cross-border industrial areas
   - renovation and development of historic urban centres using a joint cross-border strategy (excluding housing)
   - development of quality and environmentally friendly tourism (including farm tourism) through projects for investment, design and introduction of new tourist products (cultural tourism, environmental tourism) which create sustainable jobs.
   - promotional measures, market studies and establishment of shared reservation systems.
   - Management for tourism of natural sites straddling a border, in particular those of Community interest.

2. Promotion of co-operation in the field of health, particularly the sharing of resources and facilities on a cross-border basis
   - Encouraging co-operation between research, technology and development centres, in the area of health through the creation and/or joint use of resources and institutions and facilities to promote employment and raise competitiveness in cross-border areas.

3. Development or establishment of facilities and resources to improve the flow of information and communications between border regions, including support for cross-border radio, television, newspapers and other media
   - Encouraging co-operation between research, technology and development centres, in the areas of culture (including the media) and communications through the creation and/or joint use of resources and institutions and facilities to promote employment and raise competitiveness in cross-border areas.
   - Increased communication and co-operation between citizens, private or voluntary organisations and administrations and institutions to develop the relations and institutional basis underlying cross-border integration in border areas, and the introduction of general and targeted language training to that end to promote employment.
4. Cultural exchange
- Encouraging co-operation between research, technology and development centres, in the areas of education (school, higher and university and vocational training) and culture through the creation and/or joint use of resources and institutions and facilities to promote employment and raise competitiveness in cross-border areas.
- Cross-border cultural exchanges (including media and sports) generating lasting co-operation and employment. As a rule, therefore, one-of events cannot be financed. Regular events can be supported only during the start-up phase. The aspects supported will be mainly organisational rather than artistic (production, purchase of works, payments to artists).

5. Local employment, education and training initiatives
- Encouraging co-operation in vocational training
- Development of cross-border territorial pacts for employment
- Cross-border social integration
- Establishment of networks of neighbourhood services or services on other topics under the LDEI (A European strategy encouraging local development and employment initiatives; Commission Communication COM (95)273, OJ C 265, 12.10.1995)
- Encouraging co-operation between research, technology and development centres, in the areas of education (high schools, universities and vocational training), through the creation and/or joint use of resources and institutions and facilities to promote employment and raise competitiveness in cross-border areas.
- Improved access of the local population to cross-border facilities in these fields
- Investments in education and health which have a local and job-creating dimension
- Encouraging co-operation between research, technology and development centres, in the area of civil protection through the creation and/or joint use of resources and institutions and facilities to promote employment and raise competitiveness in cross-border areas.

6. Environment protection
- Support to natural development
- Linkage to the nature protection
- Joint nature protection actions
- Protection of flora and fauna

The maximum level of project support will be generally 50,000 EUR. No resources, which have been assisted by Phare or other EU support, may be taken into account as own contribution.

The types of eligible expenditures as well as the list of organisations, which are entitled to apply for JSPF support will be defined in the Joint Specific Guidelines – in accordance with the rules of PRAG and the Vademecum on Grant Management.

The criteria on the basis of which projects will be assessed and selected for support are set down hereunder. The detailed Evaluation grid will be developed in the Specific Guidelines as part of the Instruction to applicants. The Joint Evaluation Committee shall interpret these in the manner, which
best serve transparency, and in line with the overall development policies of the regions under discussion.

Criteria concerning the proposing organisation
1. Experience of proposing organisation
2. Experience of proposed Project Manager and Accountant

Criteria concerning the proposed project
1. Expected Outputs/Results
2. Foreseen Activities
3. Joint breakdown of Prices
4. Cross-border impact
5. Other Organisation Involved in Project
6. Relationship to other projects and programmes
7. Relevance to border region strategy/priorities

4. Institutional framework

The Joint Programming Document for the period 2000-2006 introduced changes in the decision-making structures and implementation rules of the JSPF. New Specific Guidelines are developed based on the JPD and PRAG issued by the Commission in January 2001. Specific Guidelines are developed jointly by both countries and include a standardised application form, Instruction to applicants, common eligibility and selection criteria and common rules of publicity. All this in line with the PRAG. The Specific Guidelines are valid for the Programming Period 2000-2002.

The different Institutions involved in the Joint Small Project Fund structure are:

- The Agency for Regional Development in RS (NARD), acting under the Ministry of Economy in Slovenia and the National Agency for Regional Development in Hungary acting under the Ministry of Agriculture and Regional Development, who have overall responsibility to the Commission for the expenditure of funds,
- The Joint Co-operation Committee set up with the approval of the Contacting Authorities. The Committee shall be co-chaired by the two Implementing Agencies. There must be observers from the EC Delegation. The Joint Co-operation Committee will oversee the operation of the JSPF.
- The Joint Evaluation Committee set up with the approval of the Contacting Authorities. The Committee shall be co-chaired by the two Implementing Agencies. There must be observers from the EC Delegation. The Committee will take final decisions regarding project selection and funding. The voting members will be proposed by the JCC and approved by the Implementing Agencies.
- The Assessors will assist the Joint Evaluation Committee by making a first analysis of the technical and financial quality of the projects.
- A Secretariat which will provide technical and professional support to the Joint Evaluation Committee in relation to the operation of the JSPF. The Secretariat will provide office facilities
and expertise to manage the calls for proposals; assist in project preparation, process the
projects received, as well as monitoring and other roles,

- The Project Applicants or Beneficiaries.

The tasks of the Secretariat will be carried out on the Hungarian side by the Sopron regional office of
the NARD (Hungary). The Joint Technical Secretariat on Slovene side will be selected according to the
Slovenian Procurement Law. Secretariat has to be nominated before the tendering procedure will start.
Up to 7% of the total Hungarian Small Project Fund allocation can be used by NARD for technical
assistance costs related to the management of the JSPF.

5. Budget (in MEUR):

<table>
<thead>
<tr>
<th>Budget Items</th>
<th>Investment</th>
<th>Institution Building</th>
<th>Total Phare (=I+IB)</th>
<th>National Co-finance</th>
<th>IFI</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Hun</td>
<td>Slo</td>
<td>Hun</td>
<td>Slo</td>
<td></td>
</tr>
<tr>
<td>Joint Small Project Fund</td>
<td>-</td>
<td>0,772</td>
<td>0,372</td>
<td>0,4</td>
<td>0,134</td>
<td>-</td>
</tr>
<tr>
<td>Operating costs 7%</td>
<td>-</td>
<td>0,028</td>
<td>0,028</td>
<td>-</td>
<td>0,028</td>
<td>-</td>
</tr>
<tr>
<td>TOTAL</td>
<td>-</td>
<td>0,8</td>
<td>0,4</td>
<td>0,4</td>
<td>0,162</td>
<td>-</td>
</tr>
</tbody>
</table>

Co-financing includes
At least 10% contribution from the beneficiaries in Hungary and 25% in Slovenia that can be provided
in cash or in kind, except for small investment projects, where the own contribution must be a minimum
of 25% in cash of the total project costs.

6. Implementation arrangements

6.1 Implementing Agency

Hungary

The Implementing Agency for the Joint Small Projects Fund is the National Agency for Regional
Development within the Ministry of Agriculture and Regional Development. The National Agency
for Regional Development retains overall responsibility for the implementation of the whole
programme. The following are the particulars of the responsible persons involved:

<table>
<thead>
<tr>
<th>PAO:</th>
<th>Dr. Péter Szaló</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Hungary, 1054 Budapest</td>
</tr>
<tr>
<td>Telephone:</td>
<td>36-1-3015934</td>
</tr>
<tr>
<td>Kossuth tér 4</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td>36-1-3014729</td>
</tr>
<tr>
<td>e-mail:</td>
<td><a href="mailto:szalo@fvm.hu">szalo@fvm.hu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DPAO:</th>
<th>Uszta József</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Hungary, 1016 Budapest</td>
</tr>
<tr>
<td>Telephone:</td>
<td>36-1-488-7171</td>
</tr>
</tbody>
</table>
Slovenia

Implementing Agency
Ministry of Finance – CFCU
Mr Peter Scofic. PAO
Address: Beethovnova 11, 1502 Ljubljana, Slovenia
Tel: +386 1 478 63 05
Fax: +386 1 478 62 04

Implementing Authority
National Agency for Regional Development (NARD)
Mr. Ivo Piry, Director
Address: Kotnikova 28, 1000 Ljubljana, Slovenia
tel: ++386 01 478 36 70
fax: ++386 01 43 13 360

Contracting Authority
Ms Tea Petrin, the Minister
Ministry of Economy
Address: Kotnikova 5, 1000 Ljubljana, Slovenia
Tel: +386 1 478 36 70
Fax: +386 1 431 33 60

Final beneficiaries:
Eligible organisations in the statistical border region of Pomurje

6.2 Twinning
Not applicable.

6.3 Non-standard aspects
The JSPF will be operated along the rules set out in the Specific Guidelines. The relevant Commission standards for the management of Grant Schemes described in the PRAG manual will apply during the implementation of the JSPF.
6.4 Contracts

The JSPF will be implemented through an open call for project proposals according to the stipulations of the PRAG on Grant Schemes. Tendering and contracting of the required services and supplies will follow the PRAG manual.

7. Implementation schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establishment of the Joint Evaluation Committee</td>
<td>3/2002</td>
</tr>
<tr>
<td>First Call for Proposals (both Hungary and Slovenia):</td>
<td>5/2002</td>
</tr>
<tr>
<td>First funding awards</td>
<td>7/2002</td>
</tr>
<tr>
<td>Completion of projects</td>
<td>11/2003</td>
</tr>
</tbody>
</table>

8. Equal opportunity

Only such projects will be selected for support by the Joint Small Project Fund that do not contain discriminatory elements and that are open for women and men on an equal basis.

9. Environment

Only projects without any negative impact on the environment will be selected for funding.

10. Rates of return

Not applicable.

11. Investment criteria

11.1 Catalytic effect:

The Phare contribution will help meeting the development needs outlined in the Joint Programming Document (JPD) of the Hungarian–Slovenian border region. Without Phare support, the steps and objectives included in the programme could be implemented only much later and at a much slower speed.

Support to joint co-operation projects will raise the awareness of common concerns and chances across the border region. It will also strengthen the positive attitude towards co-operation in solving common concerns and utilise potentials and thereby catalyse common development efforts.

11.2 Co-financing:

In line with the requirements of the previous Small Projects Funds, and according to the JPD, project beneficiaries must contribute a minimum of 10 percent on Hungarian and 25 on Slovenian side of total project costs to each funding operation provided both in cash or in kind by the beneficiaries. In case of small investment projects, 25% own resources will be required by the beneficiaries that will have to be provided in cash.
For technical assistance and operating costs related to the management of the JSPF on the Slovenian side, up to 7% co-financing will be provided by the Implementing Agency.

11.3 **Additionality:**

No other financiers will be displaced by the Phare intervention.

11.4 **Project readiness and size:**

All organisational preparations have been completed, and the first funding operations will be carried out in July 2002.

The Fund will provide Phare grants to projects in an amount of € 5,000-50,000 according to the document Programming Phare 2001 issued by the Commission.

11.5 **Sustainability:**

All beneficiary institutions will be required to prove that they are able to operate their projects effectively in the long run or over a clearly defined period.

11.6 **Compliance with state aids provisions:**

Should there be investment components incorporated into an individual funding operation these will respect the state aids provisions of the Europe Agreement should these be applicable to the project.

12. **Conditionality and sequencing**

On the Slovenian side the National Agency for Regional Development will ensure the necessary human resources for the technical management of the Slovenian projects within the Joint Small Project Fund. Operating costs will cover the Slovenian part of Joint Technical Secretariat. The Joint Technical Secretariat on Slovene side will be selected according to the Slovenian Procurement Law. Secretariat has to be nominated before the tendering procedure will start.

On the Hungarian side, the Sopron Phare Regional Office of the Implementing Agency will ensure the necessary human resources for the technical management of the Hungarian projects within the Joint Small Fund. The Office will ensure that the project staff is fully conversant with the target group requirements and with the operation of the Phare Programme. The Office will make certain that the recipients make their financial contributions as planned.

New Specific Guidelines on the implementation of the SPF will be elaborated by the IAs for the JSPF 2000 and approved by the Joint Co-operation Committee as well as by the Commission services in Hungary and Slovenia. The implementation of the JSPF 2001 shall also follow this document.
Annexes to Project Fiche

1. Logical framework matrix in standard format
2. Detailed Implementation Chart
3. Cumulative contracting and disbursement schedule by quarter for full duration of programme
4. Reference to feasibility/pre-feasibility studies.
5. List of relevant Laws and Regulations
6. Reference to relevant Government Strategic plans and studies
7. Map of the area eligible for the JSPF
8. Template for the Institutional Framework/Implementation Arrangements in case of Small Project Fund
9.1 Plan of activities for accreditation of NARD (Slovenia)
9.2 Timetable for the pre-accreditation process (Slovenia)
<table>
<thead>
<tr>
<th>LOGFRAME PLANNING MATRIX for project</th>
<th>Programme name and number: HU01.10.02 - SL01.09.03</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joint Small Project Fund</td>
<td>Contracting period expires: 30 June 2003</td>
</tr>
<tr>
<td></td>
<td>Disbursement period expires: 30.11.2004</td>
</tr>
<tr>
<td></td>
<td>Total Budget: 1,004 MEUR</td>
</tr>
<tr>
<td></td>
<td>Phare budget: 0,8 MEUR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall Objectives</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Support local development activities of a cross-border nature, involving local actors from the border regions</td>
<td>• Awareness of common concerns and chances in the target region</td>
<td>• Secretariat Reports</td>
</tr>
<tr>
<td>• Enhance the capability of the local and regional authorities to develop and implement joint projects within the border region</td>
<td>• Positive attitude towards co-operation to solve common concerns and utilise potentials</td>
<td>• Implementation Agency reports.</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>• Existing co-operation across the border strengthened and new co-operation arrangements initiated in the fields of</td>
<td>• Number and types of formally constituted partnerships and other long-term co-operation arrangements across the border increasing</td>
<td>• Progress report of Regional Development Agency of Western Transdanubian</td>
<td></td>
</tr>
<tr>
<td>• Local economic development, including tourism</td>
<td></td>
<td>• Progress reports of Implementation Agencies</td>
<td></td>
</tr>
<tr>
<td>• Co-operation for health promotion, sharing of resources and facilities</td>
<td></td>
<td>• Continued political support to cross-border co-operation in Hungary and Slovenia.</td>
<td></td>
</tr>
<tr>
<td>• Encouraging flow of information and communication</td>
<td></td>
<td>• Continued support to accession policies in Hungary, Slovenia and the European Union</td>
<td></td>
</tr>
<tr>
<td>• Cultural exchange</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Local employment, education and training initiatives</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Environmental protection</td>
<td></td>
<td></td>
<td></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>• Some 20 to 30 individual small cross-border co-operation measures in line with the priorities of the Joint Programming Document for the period 2000-2006 completed</td>
<td>• Number and type of projects successfully carried out.</td>
<td>• Progress report of Regional Development Agency of Western Transdanubia</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Progress reports of the Slovene partner agencies</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Progress reports of Implementation Agencies.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Continued interest in cross-border co-operation among the Hungarian and Slovenian target population</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Sufficient project management skills on the part of the beneficiaries.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activities:</th>
<th>Means:</th>
<th>Contracts:</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementation of the Joint Small Project Fund programme, in line with the provisions of the PRAG and the Vademecum on Grant Management.</td>
<td>• 0,8 M EUR as Phare contribution supplemented by 0,179 M EUR as contribution from the beneficiaries</td>
<td>Two Financing Agreements, each 0,4 MEUR</td>
<td>• National Co-financing assured</td>
</tr>
<tr>
<td>Preconditions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Financing Memorandum approved on time</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Small Project Fund

#### Detailed Implementation Chart

<table>
<thead>
<tr>
<th>Component</th>
<th>2001</th>
<th>2002</th>
<th>2003</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>JAN</td>
<td>FEB</td>
<td>MAR</td>
</tr>
<tr>
<td>Small Project Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Legend:
- **Light Gray**: Call for Proposals
- **Dark Gray**: Project evaluation and selection
- **Black**: Contracting
- **Dark Black**: Implementation and disbursement
Annex 3

Joint Small Project Fund
Cumulative contracting and disbursement schedule (€ Million)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Commitment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.3</td>
<td>0.6</td>
<td>0.8</td>
<td>0.8</td>
<td>0.8</td>
<td>0.8</td>
</tr>
<tr>
<td>Disbursement</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.6</td>
<td>0.6</td>
<td>0.7</td>
<td>0.8</td>
</tr>
</tbody>
</table>
Annex 4

Joint Small Project Fund

Reference to Feasibility Studies

- TRI-D Strategy and Action Plan
- White Paper on Regional Development in Slovenia (available at the Ministry of Economic Relations and Development)
- Act XXI/1996 on Regional Development and Physical Planning in Hungary
- Regional strategy for Pomurje (Prekmurje and Prlekija), Vas and Zala Counties
Joint Small Project Fund

List of relevant Laws and Regulations

Hungary

1. Act XXI/1996 on Regional Development and Physical Planning

Annex 6

Joint Small Project Fund

Reference to relevant Government Strategic plans and studies

Not applicable.
MAP OF THE AREA ELIGIBLE FOR THE JSPF
Joint Small Project Fund

TEMPLATE FOR THE INSTITUTIONAL FRAMEWORK/IMPLEMENTATION ARRANGEMENTS IN CASE OF Small Projects Fund

- The Hungarian (National Agency for Regional Development within the Ministry of Agriculture and Regional Development) and Slovenian (National Agency for Regional Development in the Ministry of Economics) retain full responsibility of the programme implementation.

- **Two Secretariats** shall be identified: on the Hungarian side, the Sopron Regional Office of the National Agency for Regional Development and on the Slovenian side the secretariat selected by tendering (arranged by the Slovenian NARD) will prepare the meetings of the Joint Evaluation Committee. The Sopron Regional office of the National Agency for Regional Development shall undertake the task of day-to-day technical management of implementation of projects and monitoring activities under the authority of the IA.

- **Rules, procedures and formats**: New Specific Guidelines on the implementation of the JSPF will be elaborated by the IA for the JSPF 2000 and approved by the Joint Co-operation Committee as well as by the Commission services in Hungary and Slovenia. The implementation of the JSPF 2001 shall also follow this document.

1. **Preparation of the package of call for proposal, guidelines for applicants and application form according to the practical guide**

- The IAs draft the call for proposals, the guidelines for applicants and the application form in agreement and on the basis of the recommendations of the Joint Co-operation Committee.

- The IAs submit the final version of the documents to the respective EC Delegation for approval

- EC Delegations endorse the documents

2. **Publication of the call for proposal**

The IAs take all appropriate measures to ensure that the nationally and regionally publicised call for proposals reaches the target groups in line with the requirements of the Practical Guide.

3. **Project selection process**

- The Secretariats collect and registers incoming project proposals

- The IAs select and approve the assessor team for the assessment of administrative compliance, eligibility and assessment of technical and financial quality of proposals. On the basis of the recommendations of the Joint Co-operation Committee, The IAs (PAOs) nominate the Joint Evaluation Committee (non-voting chairman, secretary, and voting members).
• The IAs nominate the members of the team of assessors and the Joint Evaluation Committee exclusively on the basis of technical and professional expertise in the relevant area.

• The EC Delegation to Hungary and Slovenia endorses the teams of assessors respectively as well as the composition of the Joint Evaluation Committee. The EC Delegations nominate observers to follow all or part of the proceedings of the Joint Evaluation Committee. Prior approval is needed from the Delegations for the participation of other observers.

• The Joint Evaluation Committee draws up its recommendations and decisions according to the assessor team’s written assessment of each proposal on the basis of the published evaluation grid.

• The PAOs approve the evaluation report prepared by the Joint Evaluation Committee and forwards the evaluation report and any award proposals to both EC Delegations, respectively.

• The EC Delegations endorse the evaluation report on the selection process and the final list of grants to be awarded.

• The IAs notify each applicant in writing of the result of the selection process.

Shall the IAs be classified by the European Commission services as organisations entitled to manage Phare grant schemes with ex-post control, this process shall be changed according to the relevant stipulations of the PRAG, Chapter 6.

4. CONTRACTING (PAO DESIGNATED IN THE RESPONSIBLE IMPLEMENTING AGENCY):

• The format of the grant contract is drafted by each IA according to the Practical Guide using the standard grant contract format and its annexes.

• The format of the grant contract is to be approved by the Delegations, respectively (in cases where the call for proposals results in the award of a large number of grants which all have the same grant contract conditions).

• The PAOs sign the grant contracts with the selected beneficiaries based on the final list of grants approved by the Delegation. The language of the grant contract is English and the official Hungarian translation of the contract is attached to the signed English language contract.

• Copy of the signed grant contract is sent to the Delegations, respectively.

Shall the IAs be classified by the European Commission services as organisations entitled to manage Phare grant schemes with ex-post control, this process shall be changed according to the relevant stipulations of the PRAG, Chapter 6.

IMPLEMENTATION OF THE SELECTED PROJECTS BY THE BENEFICIARIES
• Beneficiaries subcontract suppliers of goods, services or works, in line with Phare procurement regulations annexed to the Grant Contract and under the Practical Guide

• The Projects will be subject to ex-post control by the EC Delegations pursuant to the Practical Guide

5. **FINANCIAL MANAGEMENT OF THE SELECTED PROJECTS**

• The IAs receive and verify the invoices and requests payment by the National Fund

6. **MONITORING OF THE PROJECTS IMPLEMENTED BY THE BENEFICIARIES**

Standard Phare monitoring instruments will be used for monitoring purposes. Attention is drawn to the special duty of the Secretariats with regard to the day-to-day monitoring of the selected projects.

The Delegations reserve the right to organise field visits and to monitor on a case-by-case basis the projects selected under the JSPF exercise.
## PLAN OF ACTIVITIES FOR NATIONAL ACCREDITATION OF NARD (Slovenia) in accordance with the Government Decree on the accreditation criteria for the Implementing Agency (O.J. of RS, No.: 107/1999)

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>Responsible institution</th>
<th>1999</th>
<th>2000</th>
<th>2001</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>12.</td>
<td>10.</td>
<td>11.</td>
</tr>
<tr>
<td>1. Legal framework</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Governmental decree on the accreditation criteria for the paying agency</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Governmental decision on accreditation of the NARD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establishment of the accreditation working commission and its working procedures</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establishment of internal organisation structure and procedures in the NARD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certification of the Implementing Agency by the Board of accreditation</td>
<td>MoF: Board of accreditation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accreditation of the Implementing Agency by the Government of the RS</td>
<td>Government of SLO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Institutional framework</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setting of scope of tasks of the agency</td>
<td>NARD, TA, Twinning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Setting of organisational structure of the agency</td>
<td>NARD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Drafting of staff creation scheme</td>
<td>NARD, TA, Twinning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hiring of agency staff</td>
<td>NARD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training of the agency staff</td>
<td>SPP, TA, Twinning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Simulation of the working procedures within the Implementing Agency</td>
<td>NARD, TA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## PLAN OF ACTIVITIES FOR NATIONAL ACCREDITATION OF NARD

in accordance with the Government Decree on the accreditation criteria for the Implementing Agency (O.J. of RS. No.: 107/1999)

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>Responsible institution</th>
<th>1999</th>
<th>2000</th>
<th>2001</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>12</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
</tbody>
</table>

### 3. Procedures

- Internal regulation of the implementing agency
  - NARD
- Setting of Public procurement procedures
  - NARD, MoE
- Setting of Monitoring/controlling procedures
  - NARD
- Setting of control mechanism for responsible persons
  - NARD
- Internal accreditation

### 4. IT support

- Analysis of existing situation
  - NARD, MoE
- Setting of information support framework
  - NARD
- Development of applications
  - NARD
- Purchase of equipment
  - NARD

### 5. Project management

- Establishment of work group
  - NARD, MoE
- Regular weekly meetings of the working group
  - MoE, NARD, GOEA, MF
  - (Budgetary Inspectorate Unit)
- Preparing and monthly reporting to the minister
  - NARD, MoE
**ANNEX 9.2**

**TIMETABLE FOR THE NATIONAL PRE-ACCREDITATION PROCESS APPROVED BY**

**THE PRE-ACCREDITATION COMMITTEE IN JANUARY 2001 (Slovenia)**

*(the beginning of the pre-accreditation process is from January 3, 2001 – 1. week)*

| Week | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
|------|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| Body for budgetary supervision prepares draft accreditation criteria and delivers them to the NARD | | | | | | | | | | | | | | | | | | | | | | | | | |
| NARD receives draft criteria, delivers the comments and encloses the Act on establishment and Secondary legislation defining the implementation of the NARD activities | | | | | | | | | | | | | | | | | | | | | | | | | |
| Co-ordination of the accreditation criteria between Body for budgetary supervision and NARD | | | | | | | | | | | | | | | | | | | | | | | | | |
| NARD issues remarks to the accreditation conditions and criteria | | | | | | | | | | | | | | | | | | | | | | | | | |
| Body for budgetary supervision issues final criteria for the opinion on completion of conditions for the accreditation | | | | | | | | | | | | | | | | | | | | | | | | | |
| Review of the NARD documentation, Co-ordination | | | | | | | | | | | | | | | | | | | | | | | | | |
| Body for budgetary supervision verifies the report on completion of accreditation criteria and conditions | | | | | | | | | | | | | | | | | | | | | | | | | |
| Board of accreditation verifies the report on fulfilment of the accreditation criteria and conditions and gives its general opinion to the Body for budgetary supervision | | | | | | | | | | | | | | | | | | | | | | | | | |
| Body for budgetary supervision sends to NARD, Government of the RS and NAO the final report, statement required by Article 18 and opinion required by Article 19 | | | | | | | | | | | | | | | | | | | | | | | | | |
Government of the RS delivers accreditation.