STANDARD SUMMARY PROJECT FICHE

1. Basic Information

1.1 CRIS Number: 2002/000-600.02
1.2 Title: Unallocated Institution Building Envelope
1.3 Sector: Various
1.4 Location: Slovenia

2. Objectives

2.1 Overall Objective(s):

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

2.2 Project purpose:

The purpose of this project is to provide Institution Building through assistance (twinning, twinning light or technical assistance) to meet the requirements related to specific urgent and unforeseen needs identified in the course of the accession negotiation process, in the preparation of the Action Plan for the Administrative and Judicial capacity and the Peer Reviews. In particular this facility may help to:

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

2.3 Accession Partnership and NPAA priority

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

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

2.4 Contribution to National Development Plan

Not Applicable
2.5 Cross Border Impact

Not Applicable

3. Description

3.1 Background and justification:

Slovenia has been the beneficiary of accession related PHARE institution building projects since 1998. A high number of institution building projects have been or will be completed successfully in the form of full scale twinning or twinning light, with the assistance of Member States experts. However in this final stage of Slovenia’s accession preparation there is a clear demand to establish a more flexible institution building instrument to address specific well-circumscribed self contained subjects of limited scope. The unallocated institution building envelope will provide the possibility to respond to emerging tasks in a more flexible and immediate way. Within the PHARE National Programme budget for the year 2002 an unspecified envelope will be earmarked from which projects to be implemented in the form of twinning, twinning light, or commercially contracted technical assistance can be financed. In particular, projects will be supported in those areas in which an urgent or unforeseen task would come up during the accession negotiations or which have a high priority. The project may also cover the needs identified during the accession negotiations such as expertise of economic, social, legal and institutional nature.

3.2 Linked activities:

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

3.3 Results:

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

3.4 Activities:

An envelope for as yet unspecified institution building projects will be established. Funded projects will rest on a number of fundamental principles:

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

- The project will target very specific areas where Institution Building support is required in relation to the challenges and requirements of the EU integration process and to the negotiation chapters: preparation for future structural and regional policies, preparation of relevant administrative structures for future accession.
- The project targets a concrete, operational guaranteed result.
- Size and budget of projects will be subject of individual assessment.
- All projects should be in full compliance with the Commission's PHARE guidelines.
- Projects can be implemented in the form of twinning, twinning light and technical assistance.

3.5 Lessons learned:

Slovenia has benefited from accession related PHARE institution building projects since 1998. A large number of institution building projects have been completed successfully in the form of full scale twinning or twinning light, with the assistance of Member States experts. The unallocated institution building envelope will provide Slovenia the possibility to respond to the remaining tasks, thereby strengthening the institutions and administrative capacity for the full application of the acquis communautaire before Slovenia's accession to the EU.

4. Institutional Framework

The beneficiaries of funds of the unspecified envelope will be different institutions applying for financial support.

The Government Office for European Affairs will assess the relevance of the project proposals submitted by the different institutions applying for financial support, by determining whether they are indeed based on priorities identified in the Accession Partnership, the NPAA and the Action Plan for Administrative and Judicial capacity, or have emerged from the ongoing negotiation process, making them equally eligible. GOEA will submit the project fiches and other relevant information (ie. TOR, etc) to the Delegation of the European Commission in Ljubljana.

5. Detailed Budget

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* The national contribution will cover the costs for office space, office support and salaries of the counterpart staff and the necessary obligations deriving from the implementation of the twinning operations in line with the twinning regulations and the text of the covenant.
6. Implementation Arrangements

6.1. Implementing Agency

Ministry of Finance - CFCU

PAO: Mr. Peter Škofič, Head of Unit
SI-1502 Ljubljana, Beethovnova 11.
Tel.: +386-1-478 69 94
Fax.: +386-1-478 62 04
E-mail: peter.skofic@mf-rs.si

The Implementing (Contracting) Authority:
The institutions are not determined, due to the nature of the envelope.

6.2 Twinning

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

6.3 Non-standard aspects

Not applicable. The Practical Guide for Phare, ISPA and SAPARD contract procedures and the specific twinning and twinning light rules will strictly be followed.

6.4 Contracts

Due to the nature of the envelope for the time being it is not possible to foresee the number and value of contracts.

7. Implementation Schedule

7.1 Start of tendering/call for proposals

As defined in Annex 1.

7.2 Start of project activity

Contracts may be signed only after the signature of the Financing Memorandum for the Phare 2002 National Programme. (Last project must start at least 2 months before the expiry date of the contracting period.)

7.3 Project Completion

Projects must be completed before the expiry date of the Financing Memorandum for the Phare 2002 National Programme.
8. **Equal Opportunity**

Equal opportunity for men and women will be guaranteed.

9. **Environment**

Not applicable.

10. **Rates of return**

Not applicable.

11. **Investment criteria**

Not applicable.

12. **Conditionality and sequencing**

The envelope will be fully used only if there are enough eligible applications.

The beneficiary institutions are bound to provide the twinning partner with adequate staff and other resources (including translation and interpretation) to operate effectively. The full commitment and participation of senior management of the beneficiary institution is required for the implementation of the projects.
ANNEXES TO PROJECT FICHE
1. Logical framework matrix in standard format
2. Detailed implementation chart - not applicable (Due to the nature of the envelope)
3. Contracting and disbursement schedule - not applicable (Due to the nature of the envelope)
## Phare log frame

| LOGFRAME PLANNING MATRIX FOR Project S10209.01 | Programme name and number | Unallocated IB envelope 2002/000-600.02 |
| UNALLOCATED INSTITUTION BUILDING ENVELOPE | Contracting period expires: 30/09/2004 | Disbursement period expires: 30/09/2005 |
| **Overall objective** | Total budget: 2,045,000 Euro | Phare budget: 2,045,000 Euro |
| **Objectively verifiable indicators** | **Sources of Verification** | **Assumptions** |
| • Strengthening the institutions and administrative capacity for the full application of the acquis communautaire | • Increasing number of Slovenian institutions completely ready to apply the acquis communautaire | Accession partnership Regular Report |
| **Project purpose** | **Objectively verifiable indicators** | **Sources of Verification** | **Assumptions** |
| • Completion of some specific urgent, unforeseen needs identified in the course of the accession negotiations, the NPAA, the preparation of the Action Plan for Administrative and Judicial capacity and the Peer Review | • Acceleration of the progress within ministries/institutions towards meeting the requirements of the acquis | • Minutes of project review meetings | • The identified tasks are completed in time and effectively |
| **Results** | **Objectively verifiable indicators** | **Sources of Verification** | **Assumptions** |
| • Concrete administrative structures and management systems in place which satisfy the requirements of the acquis communautaire for a number of areas | • Specific identified tasks have been completed with the help of MS experts or TA provided by experts selected through the Practical Guide for Phare procedures. | twinning experts reports Monitoring reports | • The beneficiaries allocate appropriate human and financial resources to the specific task |
| **Activities** | **Means** | **Assumptions** |
| • Establishment of a facility providing support for institution building projects | • An unattributed envelope will be earmarked from which a number of projects will be financed | • Appropriate twinning partners will be found |
| **Preconditions** | | Preconditions |
| The beneficiaries allocate appropriate human & financial resources to the specific task Full participation of senior management | IB assistance is in place before the end of 2003 |
### Unallocated Institution Building Envelope

**DETAILED IMPLEMENTATION CHART**

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Unallocated Institution Building Envelope

CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE (MEUR)

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