STANDARD SUMMARY PROJECT FICHE

1. Basic Information

1.1 Project Number: SI0201.01A
1.2 Twinning Number: SI02/IB/AG/02/TL
1.3 Title: Upgrading of inspection system for food quality control of special agricultural products and foodstuffs
1.4 Sector: AGRICULTURE
1.5 Location: SLOVENIA

2. Objectives

2.1 Overall Objective(s):
Upgrading of inspection system for food quality control of special agricultural products and foodstuffs according to EU Regulations

2.2 Project purpose:
Finalization of procedures for monitoring surveillance to fulfill requirements of Inspection system for food quality control of special agriculture products and foodstuffs according to EU regulations

2.3 Accession Partnership and NPAA priority

2.3.1 Inspection system for food quality control
AP: Agriculture

- Continue to upgrade the capacity of the agricultural administration and complete preparations for the practical application and enforcement management mechanisms of the Common Agricultural Policy (CAP), in particular the Integrated Administration and Control system and the Paying Agency for the handling of CAP expenditure.
- Continue alignment in the veterinary and phytosanitary sector notably: complete the veterinary and phytosanitary inspection system in particularly at future external borders; continue to implement the quality control system; complete animal identification; continue aligning animal welfare standards; animal waste treatment; modernization of meat and diary plants residue and zoonosis control programmes.
- Continue the overall upgrading of food processing establishments with a view to meet EC food safety standards, in particular in the dairy and meat sector, and reinforce market surveillance for food products.

NPAA:
(NPAA - electronic version of May 2001)

4.1.7. Agriculture (a)
3. Description

3.1 Background and justification:

Project is based for upgrading of Inspectorate for food quality control (IFQC). At the moment the Inspectorate is in the process of establishment under the MAFF and will be fully operational on the beginning of the year 2002. The 1999 projects will set the framework, which is related to special requirements on quality control of special agricultural products and foodstuffs, according to EU Regulations (2081/92 and 2082/92) and will be upgraded with current project.

Prior to the accession of the Republic of Slovenia into the EU, Slovenia has to make a large number of changes in its legal system, in the infrastructure and institution building for the implementation of legislation in Agriculture. For that purpose the system of EU product legislation will have to be implemented and a supporting system of accreditation, testing, standardization, registration and control along European lines will have to be established.

According to the Agricultural Act, the Inspection for quality of foodstuffs (IFQC) is foreseen as a body within the MAFF, employing inspectors, among other, 14 trade inspectors coming from the Ministry of Economy. These inspectors are for the time being working as border food inspectors.

IFQC will perform the control and supervision of quality of agricultural products and foodstuffs on the production line, on the market and control the authenticity of origin of special agricultural products and foodstuffs in accordance with EU regulations (regulation 2081/92 and 2082/92).

The continuation of the project with twinning light is necessary for full alignment of IFQC with European regulations. The upgrading of IFQC will be performed after the gap analysis over the results of the Project SL-9906.01.01.- the structure for the certification of special agricultural products based on Regulations 2081/92 and 2082/92 will be examined. Since the SL-9906.01.01 does not include the training of certification bodies this will be performed within this project as well. The project purpose will be to qualify, besides the IFQC, the certification bodies according to The Rule on the list of conditions for certification bodies to perform the control of special agricultural products and foodstuffs and establish the interlinkage with supervision performed by the IFQC.

3.2 Linked activities:

PHARE
SL9906.01.01/2- Transposition of Foodstuffs - Technical assistance for the development of Inspectorate for food quality control as part of the Internal Market. The results of the project are mentioned below and explain the connection with this proposal of TL within the Phare National Program 2002 project, for which they are a precondition:

- The national legislation will be revised according to EU legislation and put into practice
- Slovenian legislation for Food Quality Control is harmonized with EU regulations for registration of special agricultural products;
A system for registration of special agricultural products and foodstuff with high quality standards is established and assessment of registration body is completed by visit and the discussions among the experts;

Support for the development of the Slovenian structure for the certification of special agricultural products based on Regulations 2081/92 and 2082/92;

MAFF Food Quality Control staff, control institutions, inspectors and a selected group of producers will be fully trained on new standards and procedures;

Development of protection and control of designations for spirits and aromatized drinks, according to EEC No 1576/89.

3.3. Results:

3.3.1. General Result:
• Finalization of inspection system for Food Quality Control of special Agriculture products and foodstuffs in order to fulfill the EU standards.

3.3.2. Results of the Twinning light:
• Staff applies all necessary procedures within Inspectorate for Food Quality Control to fulfill the EU regulations for special Agriculture products and foodstuffs (2081/92 and 2082/92)
• The monitoring system, procedures, plan of actions and databases are applied by the staff at the end of the project also due to effective networking;
• Established relation schemes between IFQC and certification body after the end of the project SL9906.01.01 for supervising and control activities
• Software complies with EU regulations;
• Visit of certification bodies in Member States

3.4 Activities:
• Assessment of activities performed at the IFQC during 2002 and training of staff;
• Review of monitoring plan through existing situation and evaluation of inspectorate networking and suggestion for its improvement
• Review of existing situation on competences of institutions for certification and control and evaluation of certification system
• Assessment of software support for IFQC
• Experiences gained from the visit of similar institution

3.5 Lessons learned
In order to ensure the effectiveness of the implementation of the projects for Strengthening of Food Quality control and Transposition of Foodstuffs sufficient human resources have to be available and co-ordination of all responsible actors should be kept in mind (Recommendation of JMC, 2001).

Adoption of relevant Acts and sub legislation demands upgrading of the adequate Food quality control and inspection. The newly established Inspectorate of Quality Control of Agricultural Products will be authorised to carry out the quality control of production, processing and trade in agricultural products and foodstuffs.

Lessons of “learning by doing” from other twinnings have shown the best possible way how to prepare all documentation and procedures necessary for full alignment of the acquis in veterinary, phytosanitary and food sectors. (Action Plan – Slovenia)
4. Institutional Framework

Inspectorate is planned to start with activities by the end of the year 2001. The harmonization of the existing control with Codex Alimentarius and EU directives and regulations dealing with official control is necessary. Further activities are needed for upgrading the qualification of the control and inspection bodies for assessment in accordance with EU regulations.

5. Detailed Budget

<table>
<thead>
<tr>
<th>Phare</th>
<th>Support</th>
<th>Investment</th>
<th>Total Phare (I+IB)</th>
<th>National Co-financing*</th>
<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Institution Building</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>0.15</td>
<td>0.15 (67%)</td>
<td>0.075 (33%)</td>
<td>0.225 (100%)</td>
</tr>
</tbody>
</table>

* In cases of co-financing only

The national component is already earmarked in the National Budget. 75,000 EUR from national component (33% of the total amount) will be used for financing costs of study tours and travel costs for training on the spot to be carry out abroad in selected Member State, translation and other assistance needed by experts.

The project will be implemented as a twinning light for 6 months.

6. Implementation Arrangements

6.1. The Implementing Agency:
CFCU, Ministry of Finance
Beethovnova 11
1000 Ljubljana.
Responsible person: Mr. Peter Škofic, PAO.
Tel.: +386 1 478 6203, fax: +386 1 478 6204
E-mail: peter.skofic@mf-rs.si

6.2. The Contracting Authority
Ministry of Agriculture, Forestry and Food of RS
Contact person: Mr. Marko Verbic, IA - PIU, SPO,
Head of Department for International Cooperation
Dunajska 56-58
1000 Ljubljana
Slovenia
Tel.: +386 1 478 9115/6, fax: +386 1 478 9155,
E-mail: marko.verbic@gov.si.

Project Manager of the Project
Ministry of Agriculture, Forestry and Food of RS:
Beneficiary is Inspectorate for Food Quality Control:
Contact person:
Mr. Matjaž Kocar
Parmova 33, 1000 Ljubljana
Tel.: +386 1 436 33 30, fax.: +386 1 436 33 30
E-mail: matjaz.kocar@gov.si

Representatives of the Project Team, MAFF, Inspectorate for Food Quality Control, Governmental Office for European Affairs of RS and Ministry of Finance-CFCU will compose the Steering Committee.

6.3. Twinning
The project is designed to be implemented as a twinning light package, consisting of short-term experts and specialist training.

6.4. Non-standard aspects
PRAG manual will be strictly applied and followed; no other non-standard aspect is foreseen.

6.5. Contracts
MAFF will be the Contracting Authority for the upgrading of Inspection system, and there will be one contract (Twinning Light Covenant) with a selected Member State.

Tendering and contracting shall be carried out in co-operation with CFCU at the Ministry of Finance. The contact person is Mr. Peter Škofic, Head of CCU, tel.: ++386 1 478 6305, fax: 386 1 478 6204, e-mail: peter.skofic@mf-rs.si. The tendering and contracting of the projects components shall follow standard PRAG procedures where applicable, including the twinning manual. Financial management is responsibility of CFCU, implementation and monitoring by MAFF.

7. Implementation Schedule

7.1 Start of tendering/call for proposals
3rd Quarter 2002

7.2 Start of project activity
October 2002

7.3 Project Completion
March 2003
8. Equal opportunity

Participation will be open to both: female and male personnel. Records of staff participating in training and other project activities will reflect this statement.

9. Conditionality and sequencing

Timetable of commitments and deadlines for fully operational Inspectorate for Food Quality Control will come immediately after the end of TA project SL-9906.01.01 Transposition of Foodstuffs in Agriculture. Therefore the successful implementation is based on successfully ended project.
ANNEXES TO PROJECT FICHE

1. Logical framework matrix in standard format (compulsory)
2. Detailed implementation chart (compulsory)
3. Contracting and disbursement schedule by quarter for full duration of programme (including disbursement period) (compulsory)
4. Reference to feasibility /pre-feasibility studies. For all investment projects, the executive summary of the economic and financial appraisals, and the environmental impact assessment should be attached (compulsory)
5. List of relevant Laws and Regulations (optional)
6. Reference to relevant Government Strategic plans and studies (may include Institution Development Plan, Business plans, Sector studies etc) (optional)
**ANNEX 1: PHARE LOG FRAME – INSPECTION SYSTEM**

**LOGFRAME PLANNING MATRIX FOR PROJECT**

<table>
<thead>
<tr>
<th>Program name and number</th>
<th>Investment in the Acquis</th>
<th>SI0201.01A</th>
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</thead>
<tbody>
<tr>
<td>Upgrading of inspection system for food quality control of special agricultural products and foodstuffs</td>
<td>Contracting period expires</td>
<td>Disbursement period expires</td>
</tr>
<tr>
<td></td>
<td>30.06.2004</td>
<td>30.06.2005</td>
</tr>
<tr>
<td></td>
<td>Total budget: 225,000 EUR</td>
<td>Phare budget: 150,000 EUR</td>
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</table>

**Overall objective**

- Upgrading of inspection system for food quality control of special agricultural products and foodstuffs

**Objectively verifiable indicators**

- Inspection system will be fully operational by the end of June 2003.

**Sources of Verification**

- Inspectorate records
- Monitoring Report

**Project purpose**

- Implementation of inspection system for food quality control till the end of March 2003

**Objectively verifiable indicators**

- Established monitoring system for surveillance of inspection body for food quality control by the end of June 2003.

**Sources of Verification**

- Inspection internal audit report
- Procedure manuals of IFQC
- MR Report

**Assumptions**

- Legislation adopted complying with EU

**Results**

- Staff, which will be employed, applies all necessary procedures within Inspectorate for Food Quality control to fulfill the EU standards
- The monitoring system, procedures, plan of actions and databases are applied by the staff also due to effective network at the end of the project;
- Software and network complies with EU regulations
- Developed relation scheme between IFQC and certification body
- Visit of certification body in contracting country

**Objectively verifiable indicators**

- Knowledge on EU standards for special agricultural products and foodstuffs and performance in practice
- Checked regular application of procedure documents till end I/2003
- Created databases of issued certificates and Network in place till end I/2003
- Overview over the relation between IFQC and certification body till end I/2003
- Experiences gained at visit of certification body

**Sources of Verification**

- Set of documentation (training program, guidelines, study tours, working manual)
- Inspectorate records of monitoring the special products and foodstuffs
- Monitoring reports
- Database of issued certificates
- Test results on networking
- Developed relation Scheme between the IFQC and certification body as part of Working Manual

**Assumptions**

- Establishment of IFQC by the end of he year 2001
- Timely upgrading of knowledge of actual border inspectors
- Software development on time
- Adequate provision from state budget
<table>
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<tr>
<th>Activities</th>
<th>Means</th>
<th>Assumptions</th>
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<tbody>
<tr>
<td>• Assessment of activities performed regarding the control of certificates at the IFQC and training of staff;</td>
<td>• Twinning light</td>
<td>• Availability of experts</td>
</tr>
<tr>
<td>• Review of monitoring plan for issuing certificates through existing situation and evaluation of network and suggestion its improvement</td>
<td></td>
<td>• National budget for 2002 and 2003 confirmed</td>
</tr>
<tr>
<td>• Assessment of situation and scheme development for determination of relation between the certification body and IFQC</td>
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<tr>
<td>• Assessment of software support for inspection body for food quality control</td>
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<tr>
<td>• Review of existing situation on competences of institutions for certification and control and evaluation of certification system</td>
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<td>• Visit of certification body in contracting country</td>
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<table>
<thead>
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<th>Precondition</th>
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<tr>
<td>• Successful implementation of project SL9906.01.01</td>
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Annex 2: Implementation time chart

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<th>2002</th>
<th>2003</th>
<th>2004</th>
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Institution Building: x x x x x
Annex 3: Contracting schedule (sheet 1)

<table>
<thead>
<tr>
<th>Name and Number of program</th>
<th>Upgrading of inspection system for food quality control of special agricultural products and foodstuffs</th>
<th>S10201.01A</th>
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CUMULATIVE CONTRACTING SCHEDULE (EUR million)

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<th>Date</th>
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NB: all contracting should normally be completed within 6-12 months and must be completed within 24 months of signature of FM.
Annex 3: Disbursement schedule (sheet 2)

<table>
<thead>
<tr>
<th>Name and Number of program</th>
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<th>CUMULATIVE DISBURSEMENT SCHEDULE (EUR million)</th>
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NB all disbursements must be completed within 36 months of signature of the FM
Annex 3: Contracting and disbursement schedule (sheet 3)

<table>
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<table>
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</table>

NB: 1. All contracting should normally be completed within 6-12 months and must be completed within 24 months of signature of FM
2. All disbursements must be completed within 36 months of signature of the FM
TERMS OF REFERENCE - TWINNING LIGHT

Program Title:  Upgrading of inspection system for food quality control of special agricultural products and foodstuffs
Project Number:  SI0201.01A
Twinning Number:  SI02/IB/AG/02/TL

1. Background

1.1 Relevant Country Background

Prior to the accession of the Republic of Slovenia into the EU, Slovenia has to make a large number of changes in its legal system, in the infrastructure and institution building for the implementation of legislation in Agriculture. For that purpose the system of EU product legislation will have to be implemented and a supporting system of accreditation, testing, standardization, registration and control along European lines will have to be established.

According to the Agricultural Act, the Inspection for quality of foodstuffs (IFQC) is foreseen as a body within the MAFF, employing inspectors, among other, 14 trade inspectors coming from the Ministry of Economy. These inspectors are for the time being working as border food inspectors. IFQC will perform:

• The control and supervision of quality of special agricultural products and foodstuffs on the production line, on the market and
• Control the authenticity of origin of special agricultural products and foodstuffs in accordance with EU regulations (regulation 2081/92 and 2082/92).


At the moment the register of applications and issued decisions on Special agricultural products is kept at the Office for recognition of special agricultural products and foodstuffs denominations which will be used for further creation of database on issued certificates.

1.2. Current State of Affairs Sector

IFQC will be operational by the end of year 2001. According to Agriculture Act the IFQC is becoming a part of Agriculture Inspectorate and employ, among others, 14 trade inspectors, which are for the time being working as border food inspectors.

The Inspectorate will perform control and supervision of Agriculture products and foodstuffs and control of the authenticity of special Agriculture products and foodstuffs. It will be done in accordance with EU regulations (2081/92 and 2082/92). The supervision over the institution issuing certificates will be proceeded also by the IFQC. This institution is at the time being not selected yet but it is expected to be selected till the end of the 2nd quarter of 2002 among the private institutions working on similar fields.
This project will be the continuation of the project SL-9906.01.01 and is necessary for full alignment of IFQC with European regulations. The upgrading of inspectorate will make the gap analysis over the results of the Project SL-9906.01.01. The structure for the certification of special agricultural products based on Regulations 2081/92 and 2082/92. Besides the monitoring over the products already having certificates will be overviewed therefore the procedures and proper software and network have to be available. Since the SL-9906.01.01 does not include the training of staff at certification bodies this will be performed within this project. The project purpose will therefore qualify the certification bodies and establish the interlinkage with supervision performed by the IFQC.

Project will cover:
- Assessment of activities performed at the IFQC during 2002 and training of staff;
- Review of monitoring plan through existing situation and evaluation of inspectorate networking and suggestion for its improvement
- Assessment of software support for IFQC
- Training of staff of the certification body,
- Visit of certification bodies in Member States

1.3. Related projects

SL9906.01.01/2- Transposition of Foodstuffs - Technical assistance for the development of Inspectorate for food quality control as part of the Internal Market.

The results of the project are mentioned below and explain the connection with this proposal of TL within the Phare National Program 2002 project, for which they are a precondition:
- The national legislation will be revised according to EU legislation and put into practice
- Slovenian legislation for Food Quality Control is harmonized with EU regulations for registration of special agricultural products;
- A system for registration of special agricultural products and foodstuff with high quality standards is established and assessment of registration body is completed by visit and the discussions among the experts;
- Support for the development of the Slovenian structure for the certification of special agricultural products based on Regulations 2081/92 and 2082/92;
- MAFF Food Quality Control staff, control institutions, inspectors and a selected group of producers will be fully trained on new standards and procedures;
- Development of protection and control of designations for spirits and aromatized drinks, according to EEC No 1576/89.

2. Description of the Assignment

2.1 Beneficiary is Inspectorate for Food Quality Control (IFQC)

The deputy Manager will be:
Mr. Matjaž Kocar
Parmova 33, 1000 Ljubljana
Tel.: +386 1 436 33 30, fax.: +386 1 436 33 30
E-mail: matjaz.kocar@gov.si

Beneficiary is Certification body of special agricultural products and Foodstuffs (Has not been selected yet.)
2.2. Global and specific objectives

This TL project for a total value of 225,000 EUR has a following General and Specific

2.2.1. General Objective:

Upgrading of inspection system for food quality control of special agricultural products and foodstuffs according to EU Regulations

2.2.2. Specific Objective:

This project will be the continuation of the project SL-9906.01.01.

Besides monitoring Agriculture products already having certificates, existing procedures will be overviewed and proposals for proper software and network development will be given. Since the SL-9906.01.01 does not include the training of staff at certification bodies this will be performed within this project. The project purpose will therefore qualify beside inspectors, the certification bodies and establish the interlinkage between the certification body and IFQC with supervision performed by the IFQC.

2.2.3. Requested Services

The Contractor will be requested to submit the following services:

- Assessment of activities performed at the IFQC during 2002 and training of staff;
- Review of monitoring plan through existing situation and evaluation of inspectorate networking and suggestion for its improvement
- Assessment of software support for IFQC
- Organization of study tours to institutions in MS which perform checking compliance of specific Agriculture products and foodstuffs with the EU Regulations (2081/92 and 2082/92)
- Training of staff at certification body on certification procedures
- Proposal for Organization scheme including interlinkage between Inspectorate and Certification bodies
Beneficiary will provide:

- Administrative and financial management
- Technical support
- Support for local and international technical assistance
- Logistical and organizational support for the training activities as specified below

Expected results:

- Staff applies all necessary procedures within Inspectorate for Food Quality control to fulfill the EU regulations for special Agriculture products and foodstuffs (2081/92 and 2082/92) till the end of I. Quarter 2003;
- The monitoring system, procedures, plan of actions and databases are applied by the staff at the end of the project also due to effective networking till the end of I. Quarter 2003;
- Established relation schemes between IFQC and certification body after the end of the project SL9906.01.01 for supervising and control activities till the end of I. Quarter 2003;
- Software complies with EU regulations till the end of I. Quarter 2003;
- Trained staff at certification body on certification procedures till the end of I. Quarter 2003;
- Experiences gained at visit to the Member State.

Verifiable indicators for above mentioned outputs:

- Established monitoring system for surveillance over inspection body for food quality control by the end of I. Quarter 2003;
- Form of Certificates for special products
- Monitoring Reports of Inspection body till the end of I. Quarter 2003;
- Certificates of education on EU standards for special agricultural products and foodstuffs and performance in practice
- IFQC Report on Regular application of procedure documents.
- Developed Scheme of relations between IFQC and certification body
- Created databases of issued certificates
- Network in place

Means for their measurement:

- TL report
- Reports on Training program and Study tours
- IFQC reports

3. Expert Profile

<table>
<thead>
<tr>
<th>Area of Expertise</th>
<th>Time provision*</th>
<th>Experts Profile</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Expert for software and network</td>
<td>7 years of experiences in software development</td>
<td></td>
</tr>
<tr>
<td>2) Expert for certification of special agricultural products and foodstuffs</td>
<td>7 years in certification procedures and legislation</td>
<td></td>
</tr>
<tr>
<td>3) Food quality Inspector specialized on certificate compliance</td>
<td>7 years in inspection procedures and legislation</td>
<td></td>
</tr>
</tbody>
</table>

*Time provisions will be determined by a contractor.
Short-term experts:
Local Junior Assistant for technical administration for assisting to foreign experts

Requirement for all experts:
- University degree
- Good communication skills
- Excellent knowledge of English language
- Computer literacy

Working languages:
Good working knowledge of English language: written and oral.

4. Location and Duration:

Starting time: October 2002

Finishing date of Assignment: March 2003

4.1. Schedule and Number of Days for the Assignment

4.1.1. Time provision for Short-term experts

4.1.1.1. Expert for certification of special agricultural products and foodstuffs
- Assessment and improving of activities performed regarding the certification at the IFQC and training of staff;
- Review of monitoring plan for issuing certificates through existing situation and evaluation of network and suggestion of its improvement;
- study tour in MS

4.1.1.2. Food quality Inspector specialized on certificate compliance
- Assessment of situation and scheme development for determination of relation between the certification body and IFQC;
- study tour in MS

4.1.1.3. Expert for software and network
- Assessment and improvement of software;
- Assessment and improvement of network;
- study tour in MS

4.1.1.4. Project Assistant in the Slovenia
- Project assistant
  Project assistant will be hired for the time of whole project for the purpose of project coordination, translation and successful communication between all counterparts. Project assistant should have an education or studying topics connected with the project field (food technologist, chemist, microbiologist) with very good knowledge of English and computer skills. It will be selected among the applicants for the job announced at Student Service or Agency for employments.
5. Reporting:

Every three months.

5.1. Content, language, format and number of reports

The contractor shall submit the following reports to the Implementing Authority, Ministry of Agriculture, Forestry and Food, Dunajska 56, 1000 Ljubljana (contact person: Mrs. Marko Verbic, tel. 4789116; fax 4789155), CFCU (Head of Unit, Mr. Peter Škofic, tel. 478 62 03; fax 478 62 04) and EC Delegation (Head of Phare/ISPA section, Mrs Bettina Kotzinger, tel. 4251 303; fax 4252 085):

- An Inception Report after two months of the signing of the contract. This report will cover the capacities and the methodology of work of all counterparts with recommendations for improvements; prepared separately by each expert (3 Inception reports).
- Final Report shall be submitted no later than two weeks after the end of the project and prepared in co-ordination with all experts (only 1 report).

All the Reports must include the description of all activities that have been performed as well as the problems encountered and solutions proposed. The Final Report should include the Executive Summary. Reports will be endorsed by the Ministry of Agriculture, Forestry and Food, who may make additional comments.

The reports shall be written in English language and follow the template included as Annex C in the twinning manual.

The Contractor shall produce 3 copies for each report.

5.2. Date of Submission:

- An Inception Report two months after the start of the project;
- Final Report shall be submitted no later than two weeks after the end of the project.