STANDARD SUMMARY PROJECT FICHE

1. Basic Information

1.1 Project Number: SI0201.01B
1.2 Twinning Number: SI02/IB/AG/03/TL
1.3 Title: Upgrading of registration system at the Office for the recognition of agricultural products and foodstuff designations
1.4 Sector: AGRICULTURE
1.5 Location: SLOVENIA

2. Objectives

2.1 Overall Objective(s):
Upgrading of registration system at the Office for the recognition of agricultural products and foodstuff designations (ORAPFD) according to EU Regulations (2081/92 and 2082/92)

2.2 Project purpose:
Finalization of procedures of Office for the recognition of agricultural products and foodstuffs designation for registration of special agricultural products or foodstuffs with examination of applications.

2.3 Accession Partnership and NPAA priority

Office of the RS for the Recognition of Agricultural Products and Foodstuff Designations
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 particular 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.

NPPA – (electronic version of May 2001)
4.1.7. Agriculture (a)
3. Description

Project is based for upgrading the Office for Recognition as one of the institutions under the MAFF, related to special requirements on quality control of special agricultural products and foodstuffs, according to EU Regulations (2081/92 and 2082/92).

3.1 Background and justification:

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.


The Office is operating since December 2000 and has four employed experts since August 2001. The Office is operating on the basis of Agricultural Act for the purpose of performing the following tasks:
- Conducting the procedure for the registration of special agricultural products;
- Keeping the regular records of producers and processors of special agricultural products;
- Co-operation with authorized officers from foreign countries and bilateral recognition of registered special agricultural products

in order to assume the tasks relating to the implementation of common agricultural policy measures.


The continuation of the project with twinning light is necessary for full alignment of registration system of special agricultural products or foodstuffs at ORAPFD with European regulations. The upgrading of the registration system of special Agricultural products or foodstuffs will be performed after the gap analysis over the result of the Project SL-9906.01.01. Since the SL-9906.01.01 does not include...
the training of staff employed at ORAPFD for evaluation of applications this
training will be a part of this project and establishing a system of complete
evaluation of applications in compliance with EU regulations as well.

Until now the Office has received application forms for registration of 16 special
agricultural products or foodstuffs:

Cheeses: Bohinjski sir, Kraški ovcji sir, Bovški sir, sir Mohant, sir Posavec,
Kraški kozji sir.
Meat products: Šebreljski želodec, Prleška tünka, Kraški pršut, Kraška panceta,
Kraški zašinek,
Honey: Slovenski med, Slovenski propolis, Slovenski cvetni prah
Oil: Štajersko-prekmursko bucno olje
Salt: Naravna morska sol Secoveljskih solin

The applications have to be examined and an evaluation and opinion from foreign
experts is needed to confirm the registration system as whole. The upgrading of
Office will make the gap analysis over issuing procedures of designation. This
project is a logical continuation of the process for full alignment of Office with
European regulation (2081/92 and 2082/92).

3.2 Linked activities:

PHARE

SL9906.01.01/2- Transposition of Foodstuffs

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.

3.3. Results:

3.3.1. General Result:

- Finalization of upgrading of the Office for the recognition of agricultural
  products and foodstuffs designation in order to fulfill the EU standards.

3.3.2. Results of the Twinning light:

- Assessed criteria for evaluation and examined application forms, training of staff
  on procedures and content
- Software and network complies with EU regulation;
• Upgrade knowledge on certification system and registration system and experience gained from visit of similar institutions within the Member States Countries.

3.4 Activities:

• Overview of evaluation criteria and examination of applications
• Training of staff;
• Assessment of software support and network for Office and approval by the contracting partner;
• Visit of similar institution within the Member State Country

3.5 Lessons learned

The project is a continuation of the twinning SI 9906.01.01/2 Transposition of Foodstuffs and will depend to a certain degree on the results and recommendations of this twinning. An important part of the project is training of certification bodies to perform the control of special agricultural products and foodstuffs and establishing the linkage with supervision performed by IFCQ.

4. Institutional Framework

The Office will with the help of the SL-9906.01.01/2 project become harmonized with the existing control with establishment of a registration and central system for special agricultural products and foodstuffs in Slovenia according to European Regulations 2081/92 in 2082/92; advising and assisting the MAFF in making policy plan on the implementation of European Regulations 2081/92 in 2082/92 and development of bodies for protection and control of designations for spirit and aromatized drinks, according to EEC No 1576/89. Further assistance is needed for the field of conducting practical work in the procedure for the recognition of indications of higher quality of agricultural products or foodstuffs, geographical denomination of agricultural products or foodstuffs, and in keeping the register of producers who use these indications and denominations.

5. Detailed Budget

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

*In cases of co-financing only

The national component is already earmarked in the National Budget. 75,000 EUR0 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
   Beethovenova 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:
   Mrs. Mira Zupanc-Kos, M.Sc, State Undersecretary, MAFF
   tel.: +386 1 478 9110, fax.: +386 1 478 9055,
   E-mail: mira.zupanc@gov.si
   Dunajska 56-58
   1000 Ljubljana

   Beneficiary is Office for recognition of denominations of special agricultural products:
   Contact person:
   Mr. Anton Svetlin D.Sc.
   Dunajska 56-58, 1000 Ljubljana
   Tel.: +386 1 478 9009, fax.: +386 1 478 9021
   E-mail: anton.svetlin@gov.si

   Representatives of the Project Team, MAFF, MoE, Inspectorate for Food Quality Control, Office for recognition of denominations of special agricultural products and representatives of EC Delegation, 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 Office for recognition of denominations of special agricultural products project. There will be a 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 Office for recognition of special agricultural products and foodstuffs denominations 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-OFFICE FOR THE RECOGNITION OF AGRICULTURAL PRODUCTS AND FOODSTUFFS DESIGNATION

## LOGFRAME PLANNING MATRIX FOR PROJECT

<table>
<thead>
<tr>
<th>Program name and number</th>
<th>Investment in the Acquis</th>
<th>Contracting period expires</th>
<th>Disbursement period expires</th>
<th>Total budget: 225,000 EUR</th>
<th>Phare budget: 150,000 EUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upgrading of registration system of special agricultural products or foodstuffs at the Office of RS for the Recognition of Agricultural Products and Foodstuff Designations</td>
<td>SI0201.01B</td>
<td>30.6.2004</td>
<td>30.6.2005</td>
<td>225,000 EUR</td>
<td>150,000 EUR</td>
</tr>
</tbody>
</table>

### Overall objective

Upgrading of registration system of special agricultural products or foodstuffs at the Office for the recognition of agricultural products and foodstuffs designation

### Objectively verifiable indicators

- Registration system will fulfill the EU requirements
- Form of Certificates for special products
- Checked Register of issued certificates
- MR

### Sources of Verification

- Office internal audit report
- Procedure manuals of Office
- MR Report
- Adequate provision from state budget

### Project purpose

- Examination of application form and evaluation of software support and network

### Objectively verifiable indicators

- Evaluated application forms till end I. quarter 2003
- Examination of applications with a list of criteria for evaluation till end I/2003
- Examined applications with a list of criteria for evaluation till end I/2003

### Sources of Verification

- Procedure manuals of Office
- MR Report
- Set of documentation (training program, guidelines, study tours)
- Office records
- MR Report
- Adequate provision from state budget

### Results

- Trained staff on procedures and content
- Software complies with EU standards; Knowledge and experience gained from the visit of similar institution within the Contracting country

### Objectively verifiable indicators

- Trained staff on procedures and content
- Software complies with EU standards; Knowledge and experience gained from the visit of similar institution within the Contracting country

### Sources of Verification

- Procedure manuals of Office
- MR Report
- Adequate provision from state budget

### Activities

- Examination of evaluation process and evaluation of applications
- Training of staff; Assessment of software support for Office Visit of similar institution within the contracting country

### Means

- Twinning light

### Assumptions

- Availability of experts

### Precondition

- Successful implementation of project SL9906.01.01
Annex 2: Implementation time chart

<table>
<thead>
<tr>
<th>Institution Building</th>
<th>2002</th>
<th>2003</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>J</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td></td>
<td>J</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td></td>
<td>J</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td></td>
<td>J</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td></td>
<td>J</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td></td>
<td>J</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td></td>
<td>J</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td></td>
<td>J</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td></td>
<td>J</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td></td>
<td>J</td>
<td>F</td>
</tr>
<tr>
<td></td>
<td></td>
<td>J</td>
<td>F</td>
</tr>
</tbody>
</table>

Institution Building: x x x x x
### Annex 3: Contracting schedule (sheet 1)

**Name and Number of program**
Upgrading of registration system at Office for recognition of denominations of special agricultural products
**SI0201.01B**

<table>
<thead>
<tr>
<th>Date</th>
<th>3/31/02</th>
<th>6/30/02</th>
<th>9/30/02</th>
<th>12/31/02</th>
<th>3/31/03</th>
<th>6/30/03</th>
<th>9/30/03</th>
<th>12/31/03</th>
<th>3/31/04</th>
<th>6/30/04</th>
<th>9/30/04</th>
<th>12/31/04</th>
<th>3/31/05</th>
<th>6/30/05</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.15</td>
<td>0.15</td>
<td>0.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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>
<th>Date</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Upgrading of registration system at Office for recognition of denominations of special</td>
<td>3/31/02</td>
<td>0.075</td>
<td>0.15</td>
<td>0.15</td>
<td>0.15</td>
<td>0.15</td>
<td>0.15</td>
<td>0.15</td>
<td>0.15</td>
</tr>
<tr>
<td>agricultural products</td>
<td>6/30/02</td>
<td>0.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9/30/02</td>
<td>0.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12/31/02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/31/03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6/30/03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9/30/03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12/31/03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/31/04</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6/30/04</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>9/30/04</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>12/31/04</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3/31/05</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>6/30/05</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NB all disbursements must be completed within 36 months of signature of the FM
Annex 3: Contracting and disbursement schedule (sheet 3)

<table>
<thead>
<tr>
<th>Name and Number of program</th>
<th>Upgrading of registration system at Office for recognition of denominations of special agricultural products</th>
<th>SI0201.01B</th>
</tr>
</thead>
</table>

CUMULATIVE CONTRACTING and DISBURSEMENT SCHEDULE (EUR0 million)

<table>
<thead>
<tr>
<th>Date</th>
<th>3/31/02</th>
<th>6/30/02</th>
<th>9/30/02</th>
<th>12/31/02</th>
<th>3/31/03</th>
<th>6/30/03</th>
<th>9/30/03</th>
<th>12/31/03</th>
<th>3/31/04</th>
<th>6/30/04</th>
<th>9/30/04</th>
<th>12/31/04</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracted</td>
<td>0.15</td>
<td>0.15</td>
<td>0.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disbursed</td>
<td>0.075</td>
<td>0.15</td>
<td>0.15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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 registration system at the Office for the recognition of agricultural products and foodstuff designations

Project Number: SI0201.01B
Twinning Number: SI02/IB/AG/03/TL

1. Background

1.1 Relevant Country Background

Project is based for upgrading the Office for the recognition of special agricultural products and foodstuffs designation (ORAPFD) as one of the institutions under the MAFF.

Prior to the accession 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.

1.2 Current State of Affairs Sector

The Office has three employed experts there and is operating since December 2000 on the basis of Agricultural Act for the purpose of performing the following tasks:

- Conducting the procedure for the registration of special agricultural products;
- Keeping the regular records of producers and processors of special agricultural products;
- Co-operation with authorized officers from foreign countries and bilateral recognition of registered special agricultural products in order to assume the tasks relating to the implementation of common agricultural policy measures.


The continuation of the project with twinning light is necessary for full alignment of registration system of special agricultural products or foodstuffs at ORAPFD with European regulations. The upgrading of the registration system of special Agricultural products or foodstuffs will be performed after the gap analysis over the result of the Project SL-9906.01.01. Since the SL-9906.01.01 does not include the training of staff employed at ORAPFD for evaluation of applications this training will be a part of this project and establishing a system of complete evaluation of applications in compliance with EU regulations as well.
Until now the Office has received application forms for registration of 16 special agricultural products or foodstuffs: cheeses, meat products, honey, oil, spirits.

The applications have to be examined and an evaluation and opinion from foreign experts is needed to confirm the registration system as whole. The upgrading of Office will make the gap analysis over issuing procedures of designation. This project is a logical continuation of the process for full alignment of Office with European regulation (2081/92 and 2082/92).

Project will cover:

- Assessment of criteria for evaluation and examined application forms, training of staff on procedures and content
- Complying of Software and network with EU regulation;
- Visit of similar institutions within the Member States Countries in order to upgrade knowledge on certification system and registration system

### 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:

- 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 foodstuffs 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 ORAPFD

Contact Person:
Mr., Anton Svetlin D.Sc.
Dunajska 56-58, 1000 Ljubljana
Tel.: +386 1 478 9009, fax.: +386 1 478 9021
E-mail: anton.svetlin@gov.si

The Implementing Agency:
CFCU, Ministry of Finance
Beethovenova 11, 1000 Ljubljana
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 Objectives:

Upgrading of registration system of special agricultural products or foodstuffs at the Office for the recognition of agricultural products and foodstuffs designation (ORAPFD) according to EU Regulations (2081/92 and 2082/92)

2.2.2. Specific Objective:

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

Finalization of procedures of Office for the recognition of agricultural products and foodstuffs designation for registration of special agricultural products or foodstuffs with examination of applications.

2.2.3. Requested Services:

The contractor will be requested to submit the following services:

- Assessment of evaluation criteria and examination of applications, training of staff on procedures and content
- Training of staff;
- Assessment of software support and network for Office and approval by the contracting partner;
- Visit of similar institution within the Member State Country

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:
- Assessed criteria for evaluation and examined application forms, training of staff on procedures and content till the end of March 2003
- Software and network complies with EU regulation till the end of March 2003
- Knowledge on certification system and registration system gained and upgraded from the visit of similar institutions within the Member States.

Verifiable indicators for above mentioned outputs:
- Examined applications with a list of criteria for evaluation
- Certificates of training
- Software for Decision issuing and network working
- Register of issued certificates

Means for their measurement:
- TL report
- Reports and certificates on Training programs and Study tours
- ORAPFD 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 for monitoring</td>
<td>7 years of experiences in software development</td>
<td></td>
</tr>
<tr>
<td>2) Expert for training</td>
<td>7 years in registration procedures for special products</td>
<td></td>
</tr>
<tr>
<td>3) Expert for application evaluation</td>
<td>7 years in registration procedures and evaluation of applications for special products</td>
<td></td>
</tr>
</tbody>
</table>

* Time provision 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 software and network for monitoring
- assessment and improvement of software
- assessment and improvement of network
- study tour

4.1.1.2. Expert for training
- Training of staff for the evaluation of applications
- study tour

4.1.1.3. Expert for training and application evaluation
- Assessment 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 on its improvement;
- study tour

4.1.1.4. Project Assistant in Slovenia

- Project assistant

   Project assistant will be hired for the duration of whole project for the purpose of project coordination, translation and successful communication between all counterparts. Project assistant should have an education or is 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 received 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 that 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.