STANDARD SUMMARY PROJECT FICHE

1. Basic Information

1.1 Project Number: SI0201.06
Twinning No. SI02/IB/AG/07/TL
1.2 Title: Centre for Agricultural and Rural Development- JABLE
1.3 Sector: AGRICULTURE
1.4 Location: SLOVENIA

2. Objectives

2.1 Overall Objective(s): Development of specific training centres for agriculture and rural development which will improve products, technologies and services provided to Slovenian farmers, small-scale farmers in particular and improve their know how.

2.2 Project purpose: To qualify management of Centre for Agricultural and rural Development Jable (CARD Jable) to be able to perform the managing and organizational activities relating to the planning, programming, executing, and evaluating the national programme of training, testing and promoting transfer of specific knowledge from the university level to the advisers and farmers, based on experiences of EU member states. The achievement of this goal will improve production technology and services for Slovenian (small scale) farmers in accordance to the needs of the Advisory Services, farmers and farmer organisations.

2.3 Accession Partnership and NPAA priority:
(NPPA – electronic version of May 2001)
AP:
• Reinforce the administrative structures needed for the design, implementation, management, monitoring, control and evaluation of EC-funded rural development programme.
• 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.

NPAA:
4.1.7. CAP - c/Medium term priorities / Accompanying measures

3. Description

3.1. Background and justification:
Slovenia has to develop a structure of institutions according to the EU requirements as well as specifics of the Slovenian agriculture sector. CARD Jable is one of them
and its main goal is to contribute to advisors, trainers and farmers knowledge, their understanding of EU system of regulations and prospects in internal market and transfer of know how from the University and research institutions down to advisers (trainers) as well as farmers.

The Government of RS on 20th of April 2000 adopted a Decree on transformation of Agriculture testing centre Jable into a Public Institute for Agriculture and Rural Development Jable. The centre with 434 ha of agricultural land property will be transformed to the central National Institute for agriculture and rural development.

The CARD Jable will perform programmes in accordance with needs of the Ministry of Agriculture, Forestry and Food of RS, Chamber for Agriculture and Forestry, Advisory Service and also other expert institutions dealing with agriculture, University of Ljubljana, Biotechnical Faculty, Agricultural Institute of RS, communities and regions and also other organizations and individuals.

The main responsibilities of Centre Jable will be:
- Implementation of activities of research, education, advisory and training of farmers for work on farms and for supplementary activities, skilled farmers, advisory service and other experts in agriculture;
- Testing of different technologies, sorts breeds
- Performing of demonstration experiments
- Performing of promotion activities;
- Ensuring technologic support and business information for farms, agricultural companies, advisory service;
- Planning of development projects and programmes for agriculture and rural development (also in international environment), ecology, biological production and marketing;
- Enable of regular praxis and field exercises for students of the Agricultural faculties and secondary schools.
- Co-ordination and direct connection of all similar institutions on national level (at this time mainly with Centres Goricko and Rakican) and also in fields of cross-border and international cooperation.

The CARD Jable will assist to upgrade the Advisory service capabilities for preparation of projects and programmes to be financed by the EU Structural funds and to train farmers to be able to apply for the EU Structural funds.

The CARD Jable will also organize special courses on testing sorts, breeds and agricultural and forestry machinery.

The project will cover:
- Technical assistance:
  a) To prepare a review of necessary equipment for performing training, testing, information exchange and promoting of transfer of knowledge.
  b) To assist in preparations of technical documentation, necessary for investments in:
     1. Buildings
2. Training/education facilities
3. Other infrastructure

a) To provide information networking for the benefit of farmers, regional offices of the Chamber of Agriculture and Forestry and to assist them in linking with universities and other research institutions.

- Training:
  b) For management of CARD Jable to be able to perform activities relating to the: (i) investment, (b) programme development and (c) executing the programmes for different institutions and users, based on references of similar institutions in EU Member States.
  c) Training for farmers to upgrade their computer literacy, including using of Internet for marketing, e-commerce, to follow project announcements etc.

3.2. Linked activities:

PHARE SL 9302.03.01: Agricultural Experimental and Training Centre Jable
The result of this project was a proposal for the establishment of CARD Jable as a public centre of excellence for agricultural research, training and advisory activities as well as for official testing at the national level.

PHARE SL98/IB/AG/03: Rural structural development
The results of this Twinning and SAPARD need a sound co-operation with the Advisory services at the local level in advising farmers how to prepare application for Structural Funds and SAPARD:
The CARD Jable will provide together with the Educational Centre Rakican () infrastructure for such training activities.

BILATERAL ASSISTANCE:
The Federal Republic of Germany financed in 1999 the updating the project documentation according to the new developments in pre-accession period and Slovenian preparation to become a full member state of EU as well as the new conditions regarding the ownership and the status of the Centre Jable.

On the basis of this revised proposal Jable was established as a public institution.

LINKED ACTIVITIES BY NATIONAL GOVERNMENT:
National Government in 1999 adopted the Decree for the establishment of public institution Jable. The Ministry of Agriculture, Forestry and Food, the Biotechnical Faculty of Ljubljana and Agriculture institute of Slovenia are, according to this Decree, its co-founders. This involved also the financial contribution for the establishment and operational work of Jable.

3.3. Results:
- The list of necessary equipment for performing the training, testing, information exchange and promotion of transfer of knowledge.
- Finalised technical documentation for investments;
- The design for information networking of CARD Jable
• The management of Jable will be able to undertake activities to become a national training & testing centre, including the investments as well as upgrading the CARD Jables’ infrastructure;
• The management will be qualified for planning, programming and managing activities related to vocational training, testing and transfer of knowledge from the University level, down to trainers and farmers.
• The farmers will be able to use various information from internet and intranet.

3.4 Activities:
• Preparation the comprehensive overview of necessary equipment for performing training, testing, information exchange and promotion of transfer of knowledge.
• Preparation and formulation of EU certificate system and its acquiring scheme in cooperation with other relevant institutions in Slovenia.
• Assisting in preparation of technical documentation necessary for investments in buildings, training and education facilities and other infrastructures.
• Providing information networking for the benefit of farms, regional offices of Chamber for Agriculture and Forestry and assistance in developing links with universities and other research institutions.
• Training in management, planning, programming and evaluation of the activities for Project managers for the following fields:
  1. Plant production
  2. Animal production
  3. Economics and marketing of agriculture products
  4. Information systems and technology
  5. Mechanical engineering and construction
  6. Supplementary activities.
• Training for farmers in computing and usage of Internet services.
• Training will include workshops and seminars for:
  o Strategic planning, managing, implementation of projects;
  o Managing of projects for the specific programmes for the above mentioned fields of the CARD Jable, according to the EU and international financial Institutions procedures;
  o Monitoring and evaluation of projects’ effects.
• Study tours to the selected Member State(s).

3.5. Lessons learned:

The vocational training, testing of new technologies, transfer of know how and scientific results from the universities and institutes to farms has a crucial role in upgrading the awareness of farmers on how to improve their productivity and capability to remain on the market. The network of training centres like CARD JABLE will certainly contribute to better performance of the Slovenian agriculture after accession.

The Jable’s management needs to know their role and the ways and means to perform such tasks on both national and interregional levels (with the Austrian Carinthia and Venezia-Friulia in Italy) and should take into account also lessons learned by similar institutions in Slovenia, Austria and Italy.
4. Institutional Framework

CARD Jable will co-operate with the similar regional centres on national level (for now with centres in Rakican and Goricko), Universities in Ljubljana and Maribor, with Agricultural Institute of Slovenia and the Ministry of Agriculture, Forestry and Food and Ministry of Education and Sport.

CARD Jable will also have very important role in cross-border and international cooperation in the field of rural development.

At this moment staff of CARD Jable collaborates with similar institutions from Austria – Carinthia and Italy – Friuli-Venezia Giulia in preparations of three-lateral project “Agrarkontakt” within the programme INTERREG. The overall objective of this project is establishment of Austrian-Italian-Slovene network for rural training and know-how exchange.

Management, involved in this twinning will be composed of Managing Director and Project Managers for 6 fields:

These people are now working in Advisory services of RS within the Chamber of Agriculture and Forestry and will be transferred to the centre. The invitation for these jobs has already been announced as an internal announcement within all regional advisory offices. A selection is in process of execution and will be finalised until the start of the activities of this twinning light project.

5. Detailed Budget

<table>
<thead>
<tr>
<th>Phare</th>
<th>Support</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>Institution Building</td>
<td>= (I+IB)</td>
<td>= (100% )</td>
<td>= (75% )</td>
<td>= (25% )</td>
</tr>
<tr>
<td>0.15</td>
<td>0.15</td>
<td></td>
<td>0.05</td>
<td>0.20</td>
<td></td>
</tr>
</tbody>
</table>

* In cases of co-financing only

The national component is already earmarked in the National Budget for 2001 (budgetary line 5545 with a title: Public Institutes, Centre for Agriculture and Rural Development JABLE). 50,000 EUR from national component will be used for covering costs of renting lecture rooms, study tours and travel costs for training to be carry out abroad, translation and other assistance needed by experts. Also the computer and classroom equipment will be financed from the national budget as well.

The project will be implemented as a twinning light.

Besides the workshops and training in Slovenia, an important part of training will be carried out in similar institutions in the partner country. Travel costs, lodging and inland transportation for Jable staff will be financed by the national component.
6. Implementation Arrangements

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

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

Beneficiary
Center for Agriculture and Rural Development JABLE
Contact person : Mr. Jože Dular
Grajska 1,
1234 Mengeš

Project Manager
Mr. Jože Dular,
appointed General Manager of Jable, MAFF.
Tel.: +386 1 478 9035, E-mail: joze.dular@gov.si
Ministry of Agriculture, Forestry and Food of RS
Dunajska 56-58
1000 Ljubljana

6.2 Twinning
The project is designed to be implemented as a twinning light package, consisting of short-term experts and training as study tours and workshops.

6.3 Non-standard aspects
PRAG for PHARE, ISPA and SAPARD and Twinning manual will be strictly applied and followed; no other non-standard aspect is foreseen.

6.4 Contracts
MAFF will be the Contracting Authority for this project. Within MAFF, the Department for International Cooperation – PHARE office will be responsible for the operational tasks of the project. 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 in the Ministry of Finance. The contact person is Mr. Peter Škofic, Head of CCU, tel.:
The tendering and contracting of the projects components shall follow standard PRAG FOR PHARE, ISPA and SAPARD 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
   September 2002

7.2 Start of project activity
   November 2002

7.3 Project Completion
   April 2003

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

9. Conditionality and sequencing
   The registration of the Centre at the Court was on July 2001.

   At the moment three competent engineers and several technical employees are employed in CARD Jable. The new systematisation envisages five more project managers to be employed covering different branch of knowledge (farm economics, informatics, stockbreeding…). Staffing of CARD Jable is in process of execution.

   Renovation of the premises of Jable, needed for management and training activities has started in 2000 and the basic infrastructure (first phase) is expected to be in place at the end of May 2003. This is not a pre-condition for a successful implementation of this project, but for the achievement of the Overall objective. Renovation of Centre in the first phase includes complete infrastructure for training. The second phase includes renovation of farming buildings with equipment. According to the schedule all the works are expected to be finished 2005.
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

<table>
<thead>
<tr>
<th>LOGFRAME PLANNING MATRIX FOR PROJECT</th>
<th>Programme name and number</th>
<th>Centre for Agricultural and Rural Development - JABLE S10201.06</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre for Agricultural and Rural Development - JABLE</td>
<td>Institutional building</td>
<td>Centre for Agricultural and Rural Development - JABLE S10201.06</td>
</tr>
<tr>
<td></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: 200,000 Euro</td>
<td>Phare budget: 150,000 Euro</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall objective</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
</tr>
</thead>
</table>
|                   | • To improve products, technologies and services provided to Slovenian farmers, small scale farmers, in particular, and to improve their know how. |  • Number of applicants for SAPARD increased  
  • Growing interests of farmers for new knowledge, new agricultural programmes and rural development |
|                   | • MAFF Annual report  
  • AAMRD Reports  
  • Advisory Service Annual report |

<table>
<thead>
<tr>
<th>Project purpose</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
</table>
|                 | • To qualify management of CARD Jable to be able to perform the managing and organizational activities relating to the planning, programming and executing the national programme of training, testing and promoting transfer of specific knowledge from the university level to the advisers and farmers, based on experiences of EU member states. |  • CARD Jable recognised according to EU standards by the end of 2006\(^1\).  
  • Number of market analyses of the needs and requirements increased by the end of 2005.  
  • Number of identified additional financial resources into agricultural and forestry field of work enlarged by2005. |  • Timely development of all components of CARD Jable according to the program and financial part of the activities. |
|                 | • CARD Jable Annual report to MAFF  
  • Technical Assistance Reports |

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\(^1\) The body for recognition will be defined on the basis of expert agreement between Ministry of Agriculture, Forestry and Food, Ministry of Education, Science and Sport and Chamber for Agriculture and Forestry.
## Results

<table>
<thead>
<tr>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>EU standards regarding training, testing, information exchange and promotion of transfer of knowledge defined by the end of the project.</td>
<td>CARD Jable Annual report to MAFF</td>
<td>Renovation of the premises of Jable, needed for management and training activities has started in 2000 and the basic infrastructure (first phase) is expected to be in place at the end of May 2003. This is not a pre-condition for a successful implementation of this project, but for the achievement of the Overall objective. Renovation of Centre in the first phase includes complete infrastructure for training. The second phase includes renovation of farming buildings with equipment. According to the schedule all the works are expected to be finished 2005.</td>
</tr>
<tr>
<td>Number of wellqualified trainers and experts in various fields of agriculture, forestry, basic management and economy within CARD Jable network management enlarged to an operative optimum by the end of 2003.</td>
<td>Technical assistance reports</td>
<td></td>
</tr>
<tr>
<td>Rate of adequate equipage of the CARD Jable enlarged to an operative optimum by the end of 2005.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of verified programs for training &amp; testing with certificate system increased by the end of 2005.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increased farmers satisfaction with information flow and transfer of knowledge</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Activities

### Means

- Short term experts
- Training rooms.

### Assumptions

- Agreement between Ministry of Agriculture, Forestry and Food, Ministry of Education, Science and Sport and Chamber for Agriculture and Forestry reached upon definition of the body for recognition of CARD Jable as an institution managing according to EU standards by 2005.
• Providing information networking for the benefit of farms, regional offices of Chamber for Agriculture and Forestry and assistance in developing links with universities and other research institutions. Training in management, planning, programming and evaluation of the activities for Project managers for the following fields:
  1. Plant production
  2. Animal production
  3. Economics and marketing of agriculture products
  4. Information systems and technology
  5. Mechanical engineering and construction
  6. Supplementary activities.
• Training for farmers in computing and usage of Internet services.
• Training will include workshops and seminars for:
  o Strategic planning, managing, implementation of projects;
  o Managing of projects for the specific programmes for the above mentioned fields of the CARD Jable, according to the EU and international financial Institutions procedures;
  o Monitoring and evaluation of projects' effects.
• Organisation of study tours to the selected Member State(s).

Preconditions
- Operatively well staffed CARD Jable (final execution of hiring of the new project managers)
- The agreement between regional and national centres and the Chamber of Agriculture and Forestry adopted.
Annex 2: Implementation time chart
### Annex 3: Contracting schedule (sheet 1)

<table>
<thead>
<tr>
<th>Name and Number of programme</th>
<th>Investment in the Acquis</th>
</tr>
</thead>
<tbody>
<tr>
<td>SI0201.06</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>CUMULATIVE CONTRACTING SCHEDULE (EUR million)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>TOTAL</td>
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</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 programme</th>
<th>Investment in the Acquis</th>
<th>SI0201.06</th>
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CUMULATIVE DISBURSEMENT SCHEDULE  (EUR 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>
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<th>12/31/03</th>
<th>3/31/04</th>
<th>6/30/04</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.075</td>
<td>0.15</td>
<td>0.15</td>
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</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 programme</th>
<th>Investment in the Acquis</th>
</tr>
</thead>
<tbody>
<tr>
<td>SI0201.06</td>
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</tbody>
</table>

CUMULATIVE CONTRACTING and DISBURSEMENT SCHEDULE (EUR 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>
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<th>12/31/03</th>
<th>3/31/04</th>
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<tbody>
<tr>
<td>Contracted</td>
<td>0.15</td>
<td>0.15</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Disbursed</td>
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<td></td>
<td>0.075</td>
<td>0.15</td>
<td></td>
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<td></td>
<td></td>
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<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
1. BACKGROUND

1.1. Relevant Country Background:

Slovenia has to develop a structure of institutions according to the EU requirements as well as specifics of the Slovenian agriculture sector. CARD Jable is one of them and its main goal is to contribute to advisors, trainers and farmers knowledge, their understanding of EU system of regulations and prospects in internal market and transfer of know how from the University and research institutions down to advisers (trainers) as well as farmers.

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- Performing of demonstration experiments
- Performing of promotion activities;
- Ensuring technologic support and business information for farms, agricultural companies, advisory service;
- Planning of development projects and programmes for agriculture and rural development (also in international environment), ecology, biological production and marketing;
- Enable of regular praxis and field exercises for students of the Agricultural faculties and secondary schools.
- Co-ordination and direct connection of all similar institutions on national level (at this time mainly with Centres Goricko and Rakican) and also in fields of cross-border and international cooperation.
The CARD Jable will assist to upgrade the Advisory service capabilities for preparation of projects and programmes to be financed by the EU Structural funds and to train farmers to be able to apply for the EU Structural funds.

The CARD Jable will also organize special courses on testing sorts, breeds and agricultural and forestry machinery.

1.2. Current State of Affairs Sector

The renovation of the Center Jable is going on. It will provide premises, demonstrations, cabinet rooms and all the equipment as desks etc.

The project will cover:

- Technical assistance in project management
- Technical assistance for vocational training programs
- Technical assistance for data collecting
- Technical assistant for data usage

1.3. Related Projects

PHARE SL9302.03.01: Agricultural Experimental and Training Centre Jable
The result of this project was a proposal for the establishment of CARD Jable as a public centre of excellence for agricultural research, training and advisory activities as well as for official testing at the national level.

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The results of this Twinning and SAPARD need a sound co-operation with the Advisory services at the local level in advising farmers how to prepare application for Structural Funds and SAPARD:
The CARD Jable will provide together with the Educational Centre Rakican () infrastructure for such training activities.

BILATERAL ASSISTANCE:
The Federal Republic of Germany financed in 1999 the updating the project documentation according to the new developments in pre-accession period and Slovenian preparation to become a full member state of EU as well as the new conditions regarding the ownership and the status of the Centre Jable.

On the basis of this revised proposal Jable was established as a public institution.

LINKED ACTIVITIES BY NATIONAL GOVERNMENT:
National Government in 1999 adopted the Decree for the establishment of public institution Jable. The Ministry of Agriculture, Forestry and Food, the Biotechnical Faculty of Ljubljana and Agriculture institute of Slovenia are, according to this Decree, its co-founders. This involved also the financial contribution for the establishment and operational work of Jable.

2. DESCRIPTION OF THE ASSIGNMENT

Beneficiary
Global and specific objectives

General Objective
To reinforce Common Agriculture Policy Management mechanisms and administrative structure at local level. The Republic of Slovenia is attending to assist farmers through the development of specific training centres for agriculture and rural development which will improve products, technologies and services provided to Slovenian farmers, small-scale farmers in particular and improve their know how in a close co-operation with the Chamber of Agriculture and Forestry of RS with its Advisory service.

Specific Objective of the Project
To qualify management of Centre for Agricultural and rural Development Jable (CARD Jable) to be able to perform the managing and organizational activities relating to the planning, programming, executing, and evaluating the national programme of training, testing and promoting transfer of specific knowledge from the university level to the advisers and farmers, based on experiences of EU member states. The achievement of this goal will improve production technology and services for Slovenian (small scale) farmers in according to the needs of the Advisory Services, farmers and farmer organisations.

Requested services
The contractor will be requested to submit the following services:

1. Technical assistance:
   a) To prepare a review of necessary equipment for performing training, testing, information exchange and promoting of transfer of knowledge.
   b) To assist in preparations of technical documentation, necessary for investments in:
      - Buildings
      - Training/education facilities
      - Other infrastructure
   c) To provide information networking for the benefit of farmers, regional offices of the Chamber of Agriculture and Forestry and to assist them in linking with universities and other research institutions.

2. Training:
   d) Formulation of certificate system on the basis of EU standards including definition of grant certificate scheme
   e) For management of CARD Jable to be able to perform activities relating to the:
      - Programme development
      - Executing the programmes for different institutions and users, based on references of similar institutions in EU Member States.
   f) Training for farmers to upgrade their computer literacy, including using of Internet for marketing
   g) E-commerce, to follow project announcements etc
   h) Organisation of study tours to Member States.

Beneficiary will provide:
- Administrative and financial management;
- Technical support;
- Support for the local and international technical assistance;
- Expertise as specified below;
- Logistical and organizational support for the training activities as specified below

- Expected results
  - The list of necessary equipment for performing the training, testing, information exchange and promotion of transfer of knowledge.
  - Finalised technical documentation for investments;
  - The design for information networking of CARD Jable.
  - The management capacity of CARD Jable staff upgraded to allow centre to perform new tasks as national training centre for farmers, practical work and training for students of Biotechnical faculty as well as for professionals to be able to transfer knowledge from the university down to farmers level.
  - A network of regional training centres established including the links to the similar Austrian institutions.
  - The centre is recognised as a training centre according to EU standards with established grant certificate scheme.
  - The Centre performs information link and assistance to the farmers to use relevant databases and information systems including Internet and intranet facilities.
Verifiable indicators for the above mentioned outputs:

- EU standards regarding training, testing, information exchange and promotion of transfer of knowledge defined by the end of the project.
- Rate of adequate equipage of the CARD Jable enlarged to an operative optimum by the end of 2003.
- Number of well-qualified trainers and experts in various fields of agriculture, forestry, basic management and economy within CARD Jable network management enlarged to an operative optimum by the end of 2003.
- Number of verified programs for training & testing with certificate system increased by the end of 2005.
- Increased farmers satisfaction with information flow and transfer of knowledge

Means of their measurement:
- CARD Jable Annual report to MAFF
- Technical assistance reports
- MAFF Annual report
- AAMRD Reports
- Advisory Service Annual report

3. EXPERTS PROFILE

➢ Education, experience, references and category of each expert

<table>
<thead>
<tr>
<th>Area of Expertise</th>
<th>Time Provision</th>
<th>Experts Profile*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expert in Program management</td>
<td></td>
<td>5 years of experience in</td>
</tr>
<tr>
<td>Expert in vocational training programs</td>
<td></td>
<td>5 years of experience</td>
</tr>
<tr>
<td>Expert in data collecting and data using</td>
<td></td>
<td>5 years of experiences..</td>
</tr>
</tbody>
</table>

Requirements for all experts:
- University degree
- Excellent communication skills, both written and oral;
- Computer literacy.

➢ Working languages

Good working knowledge of English language: written and oral.

4. LOCATION AND DURATION

➢ Starting date:

November 2002

➢ Finishing date of the assignment:
Schedule and number of days for the assignment per expert (specify if a briefing and a debriefing are foreseen in Brussels or elsewhere): the number of days for the assignment is the number of days spent on the place of assignment, including weekends and public holidays, + the days needed for briefing, debriefing, report.

Project staff members should execute organization of study tours to the selected Member State(s) to acquaint the staff of CARD Jable with content, organization, managing and financing of similar institutions. Total duration of all envisaged study tour(s) is 15 working days.

Location of assignment:

The activities shall be performed in Slovenia (workshop(s)), at the premises of Center Jable and in the selected Member State).

5. REPORTING

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, Mr. 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.
- Final Report shall be submitted no later that two weeks after the end of the project and prepared in co-ordination with all experts.

Both report 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 5 copies for each report.

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.