1. **BASIC INFORMATION**

1.1 Project Number: SI0201.11
Twinning Number: SI02/IB/EN/03/TL

1.2 Title: Implementation of the Air quality and climate change

1.3 Sector: ENVIRONMENT

1.4 Location: SLOVENIA

2. **OBJECTIVES**

2.1 Overall Objective(s): The objective is to assist to the Slovenian Ministry of Environment and Spatial Planning of the Republic of Slovenia in the process of transposition and implementation of the Acquis in the field of air quality and climate change.

2.2 Project purpose:
Project is targeted on the transposition and implementation of the Acquis in the field of Air quality and Climate change concerning the following legislation:


- Council Directives on Air Quality Standards (so-called EU Daughter Directives):
  - 1999/30/EC (so2, NOx, lead, particulate) and
  - 2000/69/EC (benzene and CO),

- Council Directive 92/72/EC on air pollution by ozone,

- Decision 1999/296/EC on Monitoring Mechanism on CO2 and other Greenhouse gases under the Kyoto Protocol in conjunction with the framework Convention on Climate Change and Kyoto protocol,

- Common Position (EC) No 51/2000 of 7 November 2000 adopted by the Council, acting in accordance with the procedure referred to in Article 251 of the Treaty establishing the European Community, with a view to adopting a Directive of the European Parliament and of the Council on national emission ceilings for certain atmospheric pollutants,


2.3 Accession Partnership and NPAA priority
(version of May 2001)
AP:
· Complete transposition of the acquis in particular as regards air quality, water quality (by adopting a new water law and the implementing legislation), nature protection, industrial pollution and risk management, genetically modified organisms and radiation protection and ensure its implementation.
· Continue strengthening administrative capacity, especially at the local level and of institutions responsible for implementation and enforcement of the chemicals legislation
· Continue integration of environmental protection requirements into implementation of all other sectoral policies with a view to promoting sustainable development

NPAA:

3.6.1. Environment

b/Short-term priorities:
Continuation of the transposition of the framework legislation; conclusion of detailed harmonization programs and implementation strategies relating to individual acts. The planning and commencement of the implementation of these programs and strategies

c/Medium-term priorities
Development of supervisory bodies and the potential supervision and implementation, permanent planning and implementation of the adjustment programs, which are related to individual legal acts.

d)Strengthen administrative capacity at all levels

• The Chapter of Air Quality and Climate change is a part and priority of National Environmental Action Program (NEAP) also.

3. DESCRIPTION

3.1 Background and justification:

Air Quality

The Air Quality Framework Directive generally defines three major assessment methods to be used, i.e. air quality monitoring, air quality modelling and/or objective estimation techniques, depending however on the level of the air quality compared to the limit values. For the objective estimation, the use of a wide range of assessment methods or a combination of them is allowed. For example, objective estimation can be based on cost-effective screening measurement methods like diffuse sampling, different modelling tools, emission inventories, population and transport statistics or comparison with the results from other areas where more detailed assessments have been carried out.

Article 5 of the Framework Directive requires Member States which do not have representative air pollution measurement data for their whole territory to undertake a preliminary assessment of ambient air quality. The objective of this territory-covering assessment is to identify all areas of limit value exceedances and to establish estimates of the
overall distribution and levels of pollutants to enable the identification of additional monitoring requirements. Some general guidance for the assessment has also been elaborated by the EU Commission in “Guidance on Assessment under EU Air Quality Directives”, Final Report, 6 October 2000.

**Climate change**

Referring to the Framework Convention on Climate Change and the Kyoto protocol, Slovenia has adopted a strategy for reduction of the greenhouse gas emissions. Implementation of the strategy is a complex process, involving several sectors and implementation measures. In addition, the obligation of the party to the Convention is the reporting requirement, i.e. reporting of the national emissions and national communication.

3.2 Linked activities:

1. **TWINNING PROJECT SL 98/IB/EN/01** The project was aimed for institution building needs of the Ministry of the Environment and Spatial planning. The new project will address areas of high priority interest for the Ministry which were not covered during the Twinning project SL 98/IB/EN/01.

2. **PHARE SL-9805.01 »Strengthening of Pollution Monitoring, Permitting and Enforcement System«** The project is aimed for renovation of the monitoring network according to the requirements from the Air Quality Framework and related Daughter Directives. Deployment of monitoring equipment (in 4 lots) at the measurement sites and in the calibration laboratory was completed. The project contracted in October 2000 was provisionally accepted in March 2001. The final acceptance is scheduled for March 2002.

3.3 Results:

3.3.1. **General Result:**

The general result will be implementation of Air Framework Directive, related Daughter Directives and discussion under the Kyoto protocol in conjunction with the framework Convention on Climate Change and Kyoto protocol in the process of harmonisation of Slovenian legislation with the Environmental Air quality and Climate change acquis.

3.3.2. **Results of the Twinning Light:**

The result of the Twinning Light will be the capacity building of Slovenian experts:
- in assessing air quality by using different methods (according to article 6 of Air framework Directive)
- preparing action plans and programmes for transposition and implementation of ambient air quality Directive 8\(^{(3)}\)
- preparing preliminary assessment of ambient in quality (activity , article 5 or Air Framework Directive)
- Implementing strategy for GHG emission (Climate change and related Kyoto protocol )

3.4. **Activities**

1. **Intensive training in air quality modelling.**
The training should cover the dispersion models for single sources, street canyons, city areas, regional areas.

2. **Training in air quality data processing and analysis.**
Training should include spatial interpolation algorithms for transposing point-related results of monitoring sites into area-related results, exchange of experience in quality controls for air quality monitoring and the use of statistical methods.

3. **Exchange of experience in preparing action plans and programmes** (according to Article 8(3) of the Air Framework Directive)

Country specific conditions require deep discussion with the experienced Member state experts on the methodology to be used in Slovenia in preparing preliminary assessment of air quality. The major issues to be taken into account are the existing administrative units, different climate regimes, usefulness of modelling in a complex terrain, location of major emission sources (hot spots), major air quality problems, existing air quality monitoring network and the availability of data.

5. **Exchange of experience in activities connected to the Climate Change convention**
Use of different tools and measures to achieve the reduction of the GHG emissions (preparation and implementation of action plans) as well as reporting obligations needs to be further discussed with the experienced member state partner.

6. **Study tours in the Member State**
Excursion to the MS institutions dealing with the implementation of Air Quality Framework directive (action plans) and the GHG emission reduction action plans is envisioned. The experiences form last Twinning proved that learning on the spot is one of the most successful training.

3.5 **Lessons learned**

- Twinning project SL 98/IB/EN/01: Regarding the OMAS report and Monitoring Report No M/SEI/ENV/01002 most of the expected results agreed upon in the covenant were achieved within the duration of the project. The minor deficiencies in expected outputs were due to (a) an over-ambitious work-program because of a lack of experience with twinning as a totally new instrument for cooperation, (b) the limited staff resources within the Slovenian administration and (c) insufficient political commitment in an election year. The new Twinning Light procedure offers more flexibility and more precise targeting of activities and expecting results. The MESP engaged additional administrative staff and the three sub-components of Twinning SL 98/IB/EN/01 have been in new Twinning separated into three projects. Because of all that reasons similar problems should not occur anymore.

- Phare SL-9805.01 Strengthening of Pollution Monitoring, Permitting and Enforcement System: The project enabled to upgrade of the existing air quality monitoring network through purchase of modern air quality monitoring equipment. With the new equipment and training, included to the project, recommendations and technical requirements of the EU Air Quality Directives were met. The project also significantly upgraded the Air Quality Reference Laboratory at the Environmental Agency (EA). According the OMAS report the project was properly designed to address the need to bring together, into a
coherent overall strategy, the existing Slovene arrangements for monitoring permitting and enforcement in order to contribute to the development of a modern environmental management system in line with the Aquis Communautaire.

4. INSTITUTIONAL FRAMEWORK

Newly established Environmental Agency of the Republic of Slovenia (EARS) is acting as the implementing authority for Air quality monitoring. EARS is functioning as the body within the Ministry of Environment and Spatial Planning.

5. DETAILED BUDGET

<table>
<thead>
<tr>
<th>Phare Support</th>
<th>Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment Building</td>
<td>Total Phare (=I+IB)</td>
</tr>
<tr>
<td>0.15</td>
<td>0.15 (90 %)</td>
</tr>
</tbody>
</table>

The project will be implemented as a twinning light for 06 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 Implementing Authority
Ministry of the Environment and Spatial Planning of the Republic of Slovenia (MESP)
Dunajska 48
1000 Ljubljana
Slovenia
Responsible person: Mr. Marko Slokar, State secretary, European Affairs and International Co-operation Department
Tel.: +386 1 478 7452, fax.: +386 1 478 7419
E-mail: marko.slokar@gov.si

Contact person: Ms. Tea Glažar, Head of Office for European Affairs
Tel.: +386 1 478 7333, fax.: +386 1 478 7419
E-mail: tea.glazar@gov.si

Project Manager: Mr. Andrej Vrcon-Senior Adviser, Office for European Affairs

1 In cases of co-financing only
6.3. BENEFICIARY IS EARS

The Deputy Project Manager will be:

**EARS**
Ms. Melanija Lešnjak-Advisor to the Director
Vojkova 1/b, 1000 Ljubljana
Tel.: +386 1 478 40 26, fax.: +386 1 478 40 52
E-mail: melanija.lesnjak@rsz-hm.si
The beneficiary is Control Service in EARS

6.4. TWINNING LIGHT
The project is designed to be implemented as a twinning light package, consisting of short-term experts, study tours and specialist training.

6.5. NON-STANDARD ASPECTS
PRAG manual will be strictly applied and followed, no other non-standard aspect is foreseen.

6.6. CONTRACTS
MESP will be the Contracting Authority for this 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.: ++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 MESP and EARS

7. IMPLEMENTATION SCHEDULE

7.1 Start of tendering/call for proposals
Third quarter 2002

7.2 Start of project activity
Last quarter 2002

7.3 Project Completion
First quarter 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. ENVIRONMENT Not applicable
10. **RATES OF RETURN** Not applicable

11. **INVESTMENT CRITERIA** Not applicable

12. **CONDITIONALITY AND SEQUENCING**
Twining arrangement completed and finalised with main partners prior to project commencement.
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)- Not included
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)
7. Terms of Reference
### LOGFRAME PLANNING MATRIX FOR PROJECT

<table>
<thead>
<tr>
<th>Overall objective</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>The objective is to assist to the Slovenian Ministry of Environment and Spatial Planning of the Republic of Slovenia in the process of transposition and implementation of the Aquis in the field of air quality and climate change.</td>
<td>Qualified staff of the Ministry and local administration for implementation of EU environmental sector Directives</td>
<td>Acceptance of reports by MESP &amp; twinning partners</td>
<td>Mutual co-operation between twinning partners</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project purpose</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transposed EU Framework legislation in air sector, CD96/62/EC, CD 99/30/EC, CD 2000/69/EC, CD 92/72/EC Decision 1999/296/EC on Monitoring Mechanism on CO2 and other Greenhouse gases under the Kyoto Protocol in conjunction with the framework Convention on Climate Change and Kyoto protocol</td>
<td>Qualified staff of EARS and local administration for implementation of EU environmental Directives in air sector</td>
<td>Acceptance of reports by MESP and twinning partners.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Results</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
</table>
| Capacity building of Slovenian experts:  
- in assessing air quality  
- in preparing action plans and programmes for implementation of ambient air quality Directive  
- preparing preliminary assessment of ambient in quality  
- Implementing strategy for GHG emission (Climate change and related Kyoto protocol )  
- Qualification visits at relevant institution in MS | Qualified staff of EARS on dispersion models  
Trained staff on data analysis  
Successful training programs and workshops  
Successful visits in MS country  
Trained staff on preparing air quality/climate change plans and programmes | Training program and workshop documentation  
Training program  
Positive feedback from twinning, training and workshop | Twinning project targets achieved |

Programme name and number  
SI0201.11  
Investment in the Aquis

Implementation of the Air quality and climate change

Contracting period expires: 30/06/2004

Disbursement period expires: 30/06/2005

Total budget: 150,000 Euro

Phare budget: 150,000 Euro
<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Assumptions</th>
<th>Preconditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Workshop on dispersion models for single sources (cities, regional areas,...) and air quality measurements</td>
<td>• Short term experts,</td>
<td></td>
<td>All elements for project implementation are already in place. Twining arrangement completed and finalized with main partners prior to project commencement.</td>
</tr>
<tr>
<td>• Training on preparing action plans, programmes and preliminary assessment</td>
<td>• Training.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Training on tools and measures to achieve the reduction of the GHG emissions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Study tour to the Member state</td>
<td></td>
<td></td>
<td></td>
</tr>
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</table>
Annex 2: Implementation time chart

<table>
<thead>
<tr>
<th>2001</th>
<th>2002</th>
<th>2003</th>
</tr>
</thead>
<tbody>
<tr>
<td>x x x</td>
<td>x x x</td>
<td>x x x</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Annex 3: Contracting schedule (sheet 1)**

**Name and Number of program**

*Implementation of Air quality and climate change SI0201.11*

<table>
<thead>
<tr>
<th>Year</th>
<th>2002</th>
<th>2003</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL</td>
<td>0.15</td>
<td>0.15</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)

**Name and Number of program**

*Implementation of Air quality and climate change SI0201.11*

<table>
<thead>
<tr>
<th>CUMULATIVE DISBURSEMENT SCHEDULE  (EUR million)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year</strong></td>
</tr>
<tr>
<td>TOTAL</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>Implementation of Air quality and climate change SI0201.11</th>
</tr>
</thead>
</table>

**CUMULATIVE CONTRACTING and DISBURSEMENT SCHEDULE (EUR million)**

<table>
<thead>
<tr>
<th>Year</th>
<th>2002</th>
<th>2003</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracted</td>
<td>0.15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disbursed</td>
<td>0.03</td>
<td>0.09</td>
<td>0.15</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
Annex 5: List of Relevant Laws and Regulations

Acquis related to air quality (activities 1 to 4):

- Council Decision 97/101/EC establishing a reciprocal exchange of information and data from networks and individual stations measuring ambient air pollution within the Member States
- Directive 2000/69/EC limit values Benzene and Carbon monoxide in ambient air
- Convention on long-range –Trans-boundary air pollution 279A1113(01)
- United Nations Framework Convention on Climate change 294A0207(02)
- Kyoto protocol
  - Common Position (EC) No 51/2000 of 7 November 2000 adopted by the Council, acting in accordance with the procedure referred to in Article 251 of the Treaty establishing the European Community, with a view to adopting a Directive of the European Parliament and of the Council on national emission ceilings for certain atmospheric pollutants,
ANNEX 7

TERMS OF REFERENCE – TWINNING LIGHT

Programme Title: Implementation of the Air quality Framework Directive
Project Number: SI0201.11
Twinning Number: SI02/IB/EN/03/TL

1. BACKGROUND

1.1. Relevant Country Background:

Republic of Slovenia is undergoing a process of institutional, political and legislative reform in order to strengthen the work on European integration. In March 1998 the Government of the Republic Slovenia adopted the Environmental Accession Strategy, which establishes the basis for activities in the environmental area for accessing to the European Union (EU). At the end of 1998, the Government adopted the National Environmental Action Program (NEAP), where the strategy for the protection and sustainable use of the environment is defined. The NEAP is based on the aims of the Environmental Protection Act, the Environmental Accession Strategy, Agenda 21 and the 6th Environmental Action Program of the EU. At present, the development of all the legal instruments necessary for the full implementation of the relevant regulation in this sector appear to be one of the two major tasks. The second is the increased attention that ought to be given to enforcement of the Air Quality legislation.

1.2. Current State of Affairs Sector

The existing Slovenian Environmental Protection Act supplies a comprehensive and detailed legal basis of authorization for legal transposition of EU legislation in national law. However, the existing secondary legislation in air sector deviates from EU legislation and it needs to be replaced by new legislation. The transposition of the Air Framework Directive and related daughter Directives into national legislation has been postponed mainly due to political and administration structural changes at the Ministry of Environment and Spatial Planning during 2000/2001.

In light of the requirements from the EU environmental legislation, the Ministry has established in May 2001 the Environmental Agency. The Agency has taken over several implementation responsibilities from the air related EU Directives.

Regarding the enforcement aspects, there is still a need to develop an effective Air Quality Management system. There is generally little experience available in the regional clean air planning and therefore there is a need for transfer of knowledge from the experienced Member State. In air quality monitoring, significant improvement has been made in renovation of the measurement network and the calibration laboratory, with a substantial financial assistance from the PHARE funds (»Strengthening of Pollution Monitoring, Permitting and Enforcement System«, project no. SL-9805.01). In order to be able to assess the air quality and to supply this information to the relevant EU bodies and to the public, intensive training in air quality assessment tools and methods is needed for the staff at the Environmental Agency.
Regarding the climate change issue, the national Strategy for reduction of greenhouse gas emissions has been adopted by the Government in early 2001. The implementation plan for the whole strategy in different sectors is now under development. The Slovenian Climate Change Committee has a crucial role in planning the implementation activities in different sectors.

1.3. Related Projects

- **TWINNING PROJECT SL 98/IB/EN/01** The project was aimed for institution building needs of the Ministry of the Environment and Spatial planning. The new project will address areas of high priority interest for the Ministry which were not covered during the Twinning project SL 98/IB/EN/01.

- **PHARE PROJECT. SL-9805.01  »Strengthening of Pollution Monitoring, Permitting and Enforcement System«** The project is aimed for renovation of the monitoring network according to the requirements from the Air Quality Framework and related Daughter Directives. Deployment of monitoring equipment (in 4 lots) at the measurement sites and in the calibration laboratory was completed. The project contracted in October 2000 was provisionally accepted in March 2001. The final acceptance is scheduled for March 2002.

2. DESCRIPTION OF THE ASSIGNMENT

**Beneficiary is EARS**

The Deputy Project Manager will be:
Ms. **Melanija Lešnjak**-Advisor to the Director, EARS
Vojkova 1/b, 1000 Ljubljana
Tel.: +386 1 478 40 26, fax.: +386 1 478 40 52
E-mail: melanija.lesnjak@rsz-hm.si

**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

**The Implementing Authority**

Ministry of the Environment and Spatial Planning of the Republic of Slovenia (MESP)
Dunajska 48
1000 Ljubljana
Slovenia
Responsible person: Mr. Marko Slokar, State secretary, European Affairs and International Co-operation Department
Tel.: +386 1 478 7452, fax.: +386 1 478 7419
E-mail: marko.slokar@gov.si
Global and specific objectives

This twinning light project for a total value of 150,000 EUR has the following general and specific objectives:

**General Objective**
The general result will be implementation of Air Framework Directive and related Daughter Directives in the process of harmonisation of Slovenian legislation to EU legislation /climate change.

**Specific Objective of the Project**

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

1. Intensive training in air quality modelling.
   The training should cover the dispersion models for single sources, street canyons, city areas, regional areas.

2. Training in air quality data processing and analysis.
Training should include spatial interpolation algorithms for transposing point-related results of monitoring sites into area-related results, exchange of experience in quality controls for air quality monitoring and the use of statistical methods.

3. Exchange of experience in preparing action plans and programmes (according to Article 8(3) of the Air Framework Directive)

4. Exchange of experience in preparing preliminary assessment (according to Article 5 of the Air Framework Directive). Country specific conditions require deep discussion with the experienced Member state experts on the methodology to be used in Slovenia in preparing preliminary assessment of air quality. The major issues to be taken into account are the existing administrative units, different climate regimes, usefulness of modelling in a complex terrain, location of major emission sources (hot spots), major air quality problems, existing air quality monitoring network and the availability of data.

5. Exchange of experience in activities connected to the Climate Change convention. Use of different tools and measures to achieve the reduction of the GHG emissions (preparation and implementation of action plans) as well as reporting obligations needs to be further discussed with the experienced member state partner.

6. Study tours in the Member State. Excursion to the MS institutions dealing with the implementation of Air Quality Framework directive (action plans) and the GHG emission reduction action plans is envisioned. The experiences form last Twinning proved that learning on the spot is one of the most successful training.

Beneficiary will provide:

- administrative and financial management
- technical support
- support for the local and international technical assistance
- expertise as specified below
- logistical and organisational support for the training activities as specified below

**Expected results**

The result of Twinning Light will be capacity building of Slovenian experts:

- in assessing air quality by using different methods (according to article 6 of Air framework Directive)
- preparing action plans and programmes for implementation of ambient air quality Directive 8(3)
- preparing preliminary assessment of ambient air quality (activity, article 5 or Air Framework Directive)
- Implementing strategy for GHG emission (Climate change and related Kyoto protocol)
- Qualification visits at relevant institutions in MS.
3. EXPERTS PROFILE

<table>
<thead>
<tr>
<th>Area of Expertise</th>
<th>Time Provision</th>
<th>Experts Profile*</th>
</tr>
</thead>
<tbody>
<tr>
<td>One expert in air quality modelling</td>
<td>One mission of 3 working days in Ljubljana</td>
<td>8-15 years of experience</td>
</tr>
<tr>
<td></td>
<td>1 working day for preparing the report in Member States</td>
<td></td>
</tr>
<tr>
<td>Two experts in air quality data processing</td>
<td>One mission of 5 working days in Ljubljana</td>
<td>8-15 years of experience</td>
</tr>
<tr>
<td></td>
<td>2 working days for preparing the report in Member States</td>
<td></td>
</tr>
<tr>
<td>One expert in preparing Action plans</td>
<td>One mission of 5 working days in Ljubljana</td>
<td>8-15 years of experience</td>
</tr>
<tr>
<td></td>
<td>3 working days for preparing the report in Member States</td>
<td></td>
</tr>
<tr>
<td>Two Experts in GHG emission reduction measures</td>
<td>One mission of 10 working days in Ljubljana</td>
<td>8-15 years of experience</td>
</tr>
<tr>
<td></td>
<td>4 working days for preparing the report in Member States</td>
<td></td>
</tr>
<tr>
<td>Expert in preparing preliminary assessment</td>
<td>One mission of 10 working days in Ljubljana</td>
<td>8-15 years of experience</td>
</tr>
<tr>
<td></td>
<td>4 working days for preparing the report in Member States</td>
<td></td>
</tr>
</tbody>
</table>

Requirements for all experts:
- university degree
- excellent communication skills, both written and oral;
- computer literacy.

A co-ordinator from the MS will be needed and can be selected from the above describe experts or an additional person can be proposed for the co-ordination activities in the Member state. The work of co-ordinator will include preparation of Monthly reports and the Final report and organisation of Study Tour.

Working languages

Good working knowledge of English language: written and oral.

4. LOCATION AND DURATION

- Starting date: October 2002
- Finishing date of the assignment: March 2003
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.

One Expert in air quality modelling:
- 3 working days at first mission for each expert
- 1 working day in the Member State for preparation of the reports

Two experts in air quality data processing:
- Five working days at first mission for each expert
- 2 working days for each expert in the Member State for preparation of the reports

One expert in preparing Action plans
- One mission of 5 working days in Ljubljana
- 3 working days for preparing the report in Member States

Two Experts in GHG emission reduction measures:
- Ten working days at first mission for each expert
- 4 working days for each expert in the Member State for preparation of the reports

Expert in preparing preliminary assessment:
- Ten working days at first mission
- 4 working days for each expert in the Member State for preparation of the reports

Location of assignment:

*The activities shall be performed in Slovenia (workshop(s)), at the premises of EARS and in the relevant institutions 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 Environment and Spatial planning Dunajska 48, 1000 Ljubljana (contact person: Mr. Andrej Vrcon, tel. (01) 478 7400; fax (01) 478 7419), CFCU (Head of Unit, Mr. Peter Škofic, tel. (01) 478 62 03; fax (01) 478 62 04), EC Delegation (Head of Phare section, Mrs. Bettina Kotzinger, tel. (01) 4251 303; fax (01) 4252 085) and The Government Office for European Affairs –GOEA (Ms. Andreja Jerina, tel.(01) 478 2444, fax (01) 478 2310).

- An Inception Report after two months of the signing of the contract.
- An Interim Report after four months after start of the project
- 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 Environment and Spatial planning, 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 4 copies for each report.

**Date of submission**
- An Inception Report two months after the start of the project;
- An Interim Report four months after the start of the project,
- Final Report shall be submitted no later that two weeks after the end of the project.