STANDARD SUMMARY PROJECT FICHE

1. Basic Information

CRIS Number: 2003/004-938-22

Title: CBC Croatia - Project Preparation Facility for cross-border area at Slovenia - Croatia border (grant scheme)

Sector: Economic and Social Cohesion - External Border Initiative 2003

Location: Slovenian statistical regions (NUTS III): Podravje, Pomurje, Savinjska, Jugovzhodna Slovenija, Spodnjeposavska, Notranjsko – Kraška, Obalno - Kraška
Croatian regions bordering Slovenia (NUTS III)

2. Objectives

2.1 Overall objective

To prepare the Slovene – Croatian cross-border area on social, economic and cultural implications of the new external EU border through joint development projects to be managed by local and regional authorities and other development organisations in a planned, efficient, coherent and cohesive manner.

2.2 Project purpose

The project purpose is to prepare an effective project pipeline of joint cross-border projects available for funding under the Community Initiative Interreg III A by developing contacts and networks among local and regional authorities and organisations in the Slovenian-Croatian cross-border area and strengthening their capacity in project management cycle.

Trained project owners able to develop their viable project ideas and a sustained supply of good quality ready-to-go projects will enable the cross-border region to be better prepared for the challenges posed by the enlargement by making best use of the funds available under Community Initiative Interreg III A.

2.3. Accession partnership and NPAA priority

The project is in line with Action Plan Chapter 21: Regional Policy: Improvement of administrative capacity of the institutions involved in the implementation of ERDF and Cohesion Funds:
(1) Prepare a coherent development plan as required by the Structural Funds Regulations and define the implementation structures of the final plan;
(2) Align with the specific management and control provisions for future Structural and Cohesion Funds under the relevant EC regulations.

Within the NPAA the following relevant priority action is formulated: “formation and successful implementation of regional structural policy in compliance with EU legislative and institutional changes in numerous fields.”

2.4. Contribution to the National Development Plan for 2001-2006

The institutional structure for the implementation of the Structural Funds was described in Chapter 5 of the National Development Plan for 2001-2006. Since then some institutional
changes occurred and the Government Office for Structural Policy and Regional Development has been established. This Office is entrusted the role of the Management Authority for the SPD.

2.5 Cross Border Impact

Cross-border impacts are expected in the sense of identifying and diminishing structural disparities among the neighbouring regions, and eliminating communication, administration and implementation barriers among the participants from diverse areas.

It is expected that the project activities will result in viable joint development projects, which will contribute to valorising region’s specific potentials and tackling its weaknesses. The projects based on region’s needs will provide a solid basis for cross-border co-operation within the Interreg III A programme, generating beneficial effects for the cross-border region as a whole and ensuring also the sustainability of the networks created.

For achieving such ambitious aim as ensuring sustainable co-operation among citizens on both sides of the border, it is expected that the funds will be made available also to the Croatian partners in order to be able to design joint/mirror project proposals.

Priority will be given to proposals that aim to establish or widen the local and regional cross-border contacts or networks and which facilitate the development of links and structures that assist cross-border co-operation and integration. To maximise the level of cross-border co-operation and impact, special attention will be given to projects that will

a. improve the collaboration and pooling of experience between local and regional players in order to increase cross-border co-operation and subsequently the integration of the cross-border region
b. intensify and consolidate cross border dialogue and establish institutional relationships between local administrations and other local or regional institutions that are responsible for regional development in order to facilitate the integration of regions straddling the border, communities and citizens in the preparation of joint/mirror project proposals to be funded under the INTERREG and CARDS programmes (if the latter will be available)
c. focus on institutional and administrative capacity building including developing frameworks for operations and management, needs assessment, human resources and service delivery
d. equip local and regional authority actors with the skills and know-how to develop, implement and manage cross-border projects.

3. Description

3.1 Background and justification

In order to create a framework for cross-border co-operation, a strategic paper for future development of Slovenian – Croatian border was prepared for the above mentioned Slovenian administrative units (NUTS IV) bordering Croatia (June 2002). The strategic paper defines three priorities:

- Priority 1: Economic and spatial cohesion (measures: infrastructure; development of rural areas and enhancing the regional co-operation; sustainable development of different economic activities with special emphasis on tourism; linking the urban areas);
- Priority 2: Human resources development (measures: strengthening the research and education networks; training and education; multicultural exchange);
- Priority 3: Sustainable spatial development (measures: joint use of the sea area with emphasis on tourism; protection and development of nature and cultural heritage also with
emphasis on tourism; environmental and energy management).

In line with the perceived needs, strengths, weaknesses and opportunities of the border regions, Slovenia launched a grant scheme for people-to-people projects. The first steps in the cross-border co-operation were evaluated as positive and a demand for increased funds emerged. However, the scheme was unilateral and not open on the Croatian side since only Slovene funds were made available for the cooperation.

Therefore and especially due to the lack of financial means, the co-operation along the longest Slovenian external border was more of an ad hoc nature and sustainability was not guaranteed. Thus, we believe that the grant scheme aiming to enhance and strengthen the cross-border co-operation would lead to a more balanced development of the border regions in social, economic, cultural and political terms.

Some of the proposed Slovene NUTS III regions for the cross-border co-operation with Croatia are already involved in the implementation of Phare cross-border programmes (e.g. Pomurje, Podravje, Savinjska in Phare CBC SLO/A, and Pomurje in Phare CBC SLO/HU, and Obalno-Kraška in Phare CBC SLO/IT). Those regions have experiences how to prepare and manage the cross-border projects. The good practices could be extended to the regions, where no cross-border projects have been financed yet. Thanks to sustainable networks among different institutions from both sides of the border, joint/mirror projects could be designed and also implemented in the new, post-accession period. Thus, the proposed grant scheme will lead to the capacity building on the future external border of the EU.

The development of the tourist destination is one of the important areas that has been identified as of specific interest for the cross border area. This has been also thoroughly discussed at the joint Slovene-Croatian mix committee established for resolving the open issues emerged due to new border between neighbouring countries.

3.2 Linked activities

The Regional Development Agencies (RDAs) in 12 NUTS III regions were established on the basis of a local partnership for the implementation of the national regional policy. They have been supported by the NARD in programming of the regional development plans and in developing general project management skills. They were involved also in the preparation of JPDs for the cross border cooperation with Italy, Austria, Hungary and in the preparation of a strategic paper for future development of Slovenian – Croatian border (June 2002). Therefore the priorities defined in RDPs in border regions are consistent with priorities of the JPDs.

The NARD is responsible for the co-ordination of programming and programme implementation in existing CBC programmes with Italy, Hungary and Austria. Two regional offices (in Maribor and Štanjel) support a smooth CBC programme implementation.

A task force (as per EC guidelines) for the new trilateral programme was nominated and consists of all three involved States. It is to be expected that the very first draft of the Community Initiative Programme (CIP or the former Joint Programming Document) Slovenia – Hungary – Croatia will be prepared by June 2003 and approved by the EC by the end of 2003. For the preparation of the trilateral CIP and Programme Complement technical assistance is foreseen under 2002 Phare IB envelope.

3.3 Results

A) Technical assistance:

Part 1: Future Interreg III A project owners fully conversant with project development methods
1. A standardised training course in all the seven eligible regions with a minimum of 20 participants per region delivered

2. Manual on developing cross-border projects with best practices prepared (at last one example on the joint tourism project is expected to be included in the manual), translated into Slovenian and Croatian, published and distributed to several parties of interest: trainees under point 1), potential Croatian partners, local and regional policy makers and authorities, etc.

3. Co-operation among potential applicants and partners from both sides of the border established in order to facilitate the identification and matching of project ideas in the priority fields defined within the CIP.

4. 2 study visits implemented.

Part 2: Grant Scheme implemented

1. Grant Scheme published, implemented and monitored

B) Grant Scheme - Development of fundable project proposals

1. 10-20 project proposals for Interreg III A operations (or CARDS if it will be used for such measures) prepared. It is again expected that tourism destination development projects will be among project proposals to be financed under the scheme.

3.4 Activities

A) Technical assistance:

Part 1: Future Interreg III A project owners fully conversant with project development methods

1. To deliver a standardised training course in all the seven eligible regions on Slovene side with a minimum of 20 participants per region. The Croatian counterparts are to be invited to these events. By the end of training course the participants will have a good awareness of:
   - The Community Initiative Programme for the trilateral programme Slovenia / Croatia / Hungary and Interreg application form
   - EU best practices on the efficient use of the Interreg resources, case studies, workshops
   - Project design, financial planning with special emphasis on sustainability
   - Project management
   - Partnership building with special emphasis on cross-border partnership
   - Information dissemination
   - Evaluation
   - Monitoring

The training will be provided to the potential project owners and their partners (Slovenian and Croatian) related to Interreg III A-type measures and will be finally defined in the framework of the proposal elaborated by the training organisation/consortium.

2. To prepare, translate and publish a manual on developing and managing Interreg projects, including best EU practices, in at least 1.500 copies.

3. To organise at least one workshop per CIP priority involving potential Slovenian and Croatian partners in order to foster cross-border co-operation and develop joint/mirror project ideas.
4. To organise at least 2 study visits for future project owners in order to demonstrate EU best practices in cross-border co-operation.

Part 2: Grant Scheme implemented

The following activities will be financed through the Service Contract:

- organisation of information and clarification meetings with the beneficiaries;
- assistance to the applicants in the preparation of project applications;
- on-line assistance (Internet web page, e-mails) and elaboration of data base for matching appropriate partners;
- assistance to the beneficiaries by the preparation of the inception, monthly, interim and final reports and by the preparation of invoices;
- organisation of the network of applicants with on-line assistance, “hot-line” and daily open hours in the home office for the assistance to the beneficiaries.
- PR activities (including the participation on all public events, which will arise from each grant contract).

B) Grant Scheme - Development of fundable project proposals

The following activities will receive support:

- Preparation of studies required for the justification of the project (e.g. economic, feasibility and environmental impact studies, budget analysis)
- Economic and physical planning activities
- Architectural and engineering design.

3.4.1 Eligibility and selection criteria for the Grant Scheme

Eligibility and selection criteria

The eligibility and selection criteria will be specified in detail in the Guidelines for Applicants according to standard templates in Annexes E7 and E10 of the Practical Guide to Phare, Ispa and Sapard contract procedures. As the templates are standard, only the specific criteria for this grant scheme are listed below and will be incorporated in the standard template.

3.4.1.1 Eligibility criteria

<table>
<thead>
<tr>
<th>Eligibility of area, applicants and partners</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The Fund is applicable to the following statistical regions: Podravje, Pomurje, Savinjska, Jugovzhodna Slovenija, Spodnjeposavska, Notranjsko – Kraška, Obalno – Kraška</td>
</tr>
<tr>
<td>2. Who can apply:</td>
</tr>
<tr>
<td>a) local authorities (municipality, community), small business centres, local or regional development agencies; However, in order to meet the objectives and priorities as mentioned above, and in order to ensure the widest possible participation of stakeholders, priority will be given to proposals which involve, as partners, institutions which play a major role in shaping regional development in the public or private sector dealing with cross border co-operation and technical assistance (Chambers, Associations of Entrepreneurs, Trade Unions, etc.).</td>
</tr>
<tr>
<td>b) at least one partner should be based in the eligible area of Croatia. The same rules for eligibility apply for partners as for applicants.</td>
</tr>
</tbody>
</table>
Eligibility of projects

1. **Size of project**: Phare contribution to the project will be 50,000–100,000 EUR. A minimum 10% contribution will be requested from beneficiaries.

2. **Duration of the project**: The maximum duration of a project is 12 months.

3. The same project proposal must not receive more than one EC funding.

4. Project proposals in the following sectors are eligible for Phare support:
   - environment and spatial development
   - human resources, including culture
   - economic co-operation, including tourism, rural development, agriculture
   and others that will be included in the CIP Slovenia-Croatia-Hungary.

5. **Eligible activities**:
   - Preparation of studies required for the justification of the project (e.g. Economic, feasibility and environmental impact studies, budget analysis)
   - Economic and physical planning activities
   - Architectural and engineering design.

**Eligibility of costs**: Direct and indirect costs.

3.4.1.2 Selection criteria

**Relevance**

*Consistency*: Project proposals must be in line with:
- the CIP Slovenia-Croatia-Hungary
- the NDP and SPD
- the Regional Development Programmes.

**Methodology**

*Cross-border co-operation and impact*

The overall criterion for the selection of project proposals will be a clear cross-border impact. The quality of CBC co-operation and impact will be assessed according to the criteria which will be identified within the Community Initiative Programme Slovenia-Croatia-Hungary and the corresponding Programme Complement.

3.5 Lessons learned

The experience gained through Phare CBC implementation will be taken into account in the implementation of this project. Over the last 8 years, Slovenia succeeded in setting up a successful Phare CBC management and implementation model. Good cooperation among partners was developed and in spite of administrative barriers joint projects were implemented. Joint structures were developed with the partners that have to be upgraded as required by Interreg. Joint Programming Documents and Programme Complements were jointly prepared with Italy and Austria as well as the JPD with Hungary. In 2001/2002 Slovenia has already established the “Small project fund for cooperation with Croatia” with its own national resources.

The last EMS Interim Evaluation report (No. R/Si/REG/02.136) identified following issues that were taken into account in preparation of this project fiche:

- **limited time to complete projects**
  - This project is directly relevant for the implementation of the new CBC trilateral programme between Slovenia – Hungary – Croatia. The EMS recommendation that the project beneficiaries have to be properly informed about the deadlines before the contracts are awarded is to be strictly followed within this project.

- **Lack of budgeted co-financing funds**
  - This project is to be co-financed only by NARD and selected project beneficiaries. The EMS recommendation as regarding GOEA checking on co-financing has been
implemented through information for the Government of R Slovenia on the programming exercise for Phare ESC 2003.

- Complexity of projects
  - This project aims to prepare project pipeline for the Interreg III A financing and will not support preparation of mixed project i.e. to be financed under different structural funds.

4. Institutional Framework

- The Contracting Authority will be the National Agency for Regional Development (NARD) who has overall responsibility for administrative, technical and financial management of the Service Contract and Grant Scheme. The Contractor of the Service Contract will assist the implementation of the Grant Scheme.
- It is necessary to have technical assistance in the border region in order to help building up expertise and experience on grants management on local level. It represents the transfer of know-how to the local level and builds the capacity in the regions themselves.
- The Implementing Agency will be the Central Finance and Contract Unit (CFCU) of the Ministry of Finance, which will be responsible for contracting and payments.
- The Steering Committee of the Grant Scheme will be composed of relevant Slovenian and Croatian authorities. It will assist the NARD at monitoring the implementation of the Grant Scheme with their expert knowledge.
- The project applicants or Beneficiaries: local authorities (municipality, community), small business centres, local or regional development agencies

5. Detailed budget in €

<table>
<thead>
<tr>
<th></th>
<th>Phare Support</th>
<th>Institution Building (IB)</th>
<th>Total Phare (=I+IB)</th>
<th>National Co-financing</th>
<th>IFI</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Scheme</td>
<td>0</td>
<td>850,000</td>
<td>850,000</td>
<td>350,000</td>
<td>0</td>
<td>1,200,000</td>
</tr>
<tr>
<td>Technical support</td>
<td>0</td>
<td>150,000</td>
<td>150,000</td>
<td>0</td>
<td>0</td>
<td>150,000</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>350,000</td>
<td>0</td>
<td>1,350,000</td>
</tr>
</tbody>
</table>

See 11.2 for further details.

The national co-financing is earmarked under the NARD account in the National budget.

6. Implementation Arrangement

6.1. Implementing Agency

Ministry of Finance – CFCU,
Mr. Peter Škofic, PAO
Beethovnova 11, 1502 LJUBLJANA – SI
Tel: +386 1 478 6994, Fax: +386 1 478 6204

The Contracting and the Implementing Authority will be:

National Agency for Regional Development
Mr. Bojan Suvorov, Director
Kotnikova 28, 1000 LJUBLJANA - SI
Tel: +386 1 478 37 60, Fax: +386 1 431 3360
6.2 Twinning

Not applicable

6.3. Non-standard aspects

Not applicable.

6.4. Contracts

1 Service Contract (Technical Assistance): Simplified Procedure. The awarded company will not be eligible to the grant support.

1 Grant scheme

7. Implementation Schedule-
Service Contract

7.1 Start of tendering: September 2003
7.2 Start of project activity: December 2003
7.3 Project Completion: March 2006

Grant scheme

7.1 Start of tendering: December 2003
7.2 Start of project activity: March 2004
7.3 Project Completion: January 2006

8. Equal Opportunity

The project will promote equality between genders since it will contribute to the development of projects that will contribute to the harmonious, balanced and sustainable development of economic activity and to equality between women and men. By reference to the general commitment to attain equal opportunities between women and men the operations of this project can be judged as in general " The project provides equal benefits to men and women."

9. Environment:

Special emphasis will be put on projects that will not be harmful to the environment and that will prove to protect and develop natural heritage in the cross-border region.

10. Rates of return:

Not applicable.

11. Investment criteria

11.1 Catalytic effect

The following catalytic effects are foreseen:

- Inflow of know-how through project co-operations;
- Creation of job opportunities;
• Improving social and cultural welfare.

The implementation of projects will stimulate and create a positive environment for further co-operation.

11.2 Co-financing

**Phare contribution:**
The 850,000 € will be used for grants under the Grant Scheme.
The 150,000 € will be used for the Service Contract.

**National co-financing:**
The 230,000 € will be provided by the National Agency for Regional Development for co-financing grants.
Co-financing by applicants: The project applicants will contribute at least 10% of the single grant, i.e. at least 120,000 EUR of the total Grants Scheme value.

The national co-financing is earmarked under the NARD account in the National budget.

Taxes, customs and import duties are not included in co-financing.

11.3 Additionality

The Phare funds will accelerate the development of mirror projects in the cross-border region.

11.4 Project readiness and Size

The minimum size of the Phare contribution for the project funded under this Grant scheme is 50,000 € and the maximum amount is 100,000 €.

Any sub-contracting will be implemented as per PRAG.

11.5 Sustainability

Long-term sustainability will be one of the selection criteria for projects. Only organisations being able to prove the sustainability of results achieved (financially, institutionally) will be supported.

11.6 Compliance with state aids provisions

Each state grant allocated by Slovenia, as stipulated in Article 65(4) of the European Treaty, is to be taken into account in the first four years of the treaty validity that Slovenia is to be considered as an area which is equal to Community areas, described in item 92(3)a of the Treaty on the European Union (TEU). All actions financed by Phare will be carried out in line with the Practical guide for Ispa, Sapard and Phare and will respect the state aid and competition provisions of the Europe Agreement.

11.7 Contribution to National Development Plan

See point 2.4 of the current PF.

12. Conditionality and sequencing

The main milestones in the implementation of the project are:
• Preparation and approval of the tender dossier for technical assistance
• Selection of the Contractor
• Nomination and approval of the Evaluation Committee
• Preparation and approval of the tender documents for Grant Scheme
• Call for Proposals
• Selection of projects
• Contracting
• Implementation of projects by beneficiaries
• Subcontracting according to PRAG if foreseen in the contracts
• Monitoring of the implementation by the NARD
• Reporting to the Phare review meetings
• Reporting to the SMSC for Economic and Social Cohesion
• The Contractor has to be selected prior to the launch of the Call for Proposals.
## Phare log frame

### Annex 1:

**LOGFRAME PLANNING MATRIX FOR PROJECT: Project Preparation Facility for cross-border area at Slovenia - Croatia border (grant scheme)**

<table>
<thead>
<tr>
<th>Programme name and number</th>
<th>Social and Economic Cohesion 2003, SI0305.02</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contracting period expires</td>
<td>Disbursement period expires</td>
</tr>
<tr>
<td><strong>Total budget:</strong> 1,350 MEUR</td>
<td>Phare budget: 1.0 MEUR</td>
</tr>
</tbody>
</table>

### Overall objective

To prepare the Slovene – Croatian cross-border area on social, economic and cultural implications of the new external EU border through joint development projects to be managed by local and regional authorities and other development organisations in a planned, efficient, coherent and cohesive manner.

<table>
<thead>
<tr>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increased number of local and regional institutions involved in socio-economic activities of cross-border nature</td>
<td>programme evaluations reports</td>
</tr>
<tr>
<td>Awareness raised and solutions found for development challenges posed to the integration of the cross-border area by enlargement</td>
<td>reports to the European Commission</td>
</tr>
</tbody>
</table>

### Project purpose

The project purpose is to prepare an effective project pipeline of joint cross-border projects available for funding under the Community Initiative Interreg III A by developing contacts and networks among local and regional authorities and organisations in the Slovenian-Croatian cross-border area and strengthening their capacity in project management cycle.

<table>
<thead>
<tr>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-20 good quality, ready-to-go projects of cross-border nature prepared</td>
<td>Phare implementation and monitoring reports</td>
</tr>
<tr>
<td>Number of future project owners and partners familiarised with Interreg-type project development</td>
<td>continued commitment of EU and Slovenian government on the Interreg objectives and support to the Croatian part of the assistance</td>
</tr>
<tr>
<td>Number of cross-border networks and partnerships created</td>
<td></td>
</tr>
</tbody>
</table>

### Results

A) Technical assistance:

**Part 1: Future Interreg III A project owners fully conversant with project development methods**

1. A standardised training course in all the seven eligible regions delivered
2. Manual on developing cross-border projects with best practices prepared, translated into Slovene and Croatian, published and distributed to several parties of interest: trainees under point 1), potential Croatian partners, local and regional policy makers and authorities, etc.
3. Co-operation among potential applicants and partners from both sides of the border established in order to facilitate the identification and matching of project ideas in the priority fields defined within the CIP.
4. study visits implemented.

<table>
<thead>
<tr>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>min 5 workshops</td>
<td>Phare monitoring reports</td>
</tr>
<tr>
<td>min. 20 participants per region</td>
<td>Implementation reports</td>
</tr>
<tr>
<td>min. 1.500 copies</td>
<td>National audit reports</td>
</tr>
<tr>
<td>min. 21 workshops</td>
<td>Monthly Reports by the beneficiaries</td>
</tr>
</tbody>
</table>

### Assumptions

- interest and commitment of all cross-border partners, local actors
### Part 2: Grant Scheme implemented

1. Grant Scheme published, implemented and monitored

#### B) Grant Scheme - Development of fundable project proposals

1. Project proposals for Interreg III A operations (or CARDS if it will be used for such measures) prepared

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A) Technical assistance:</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>Part 1: Future Interreg III A project owners fully conversant with project development methods</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. To deliver a standardised training course in all the seven regions with a minimum of 20 participants per region, by the end of which the participants will have a good awareness of:</td>
<td>- 1 GS in the amount of 1,200,000 EUR</td>
<td>- the European financial assistance available on time</td>
</tr>
<tr>
<td>- The Community Initiative Programme for the trilateral programme Slovenia / Croatia / Hungary and Interreg application form</td>
<td>- Service Contract in the amount of 150,000 EUR</td>
<td>- appropriate TA contractor found and selected for the TA service contracts</td>
</tr>
<tr>
<td>- EU best practices on the efficient use of the Interreg resources, case studies, workshops</td>
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<tr>
<td>- Project design, financial planning with special emphasis on sustainability</td>
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<tr>
<td>- Project management</td>
<td></td>
<td></td>
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<tr>
<td>- Partnership building with special emphasis on cross-border partnership</td>
<td></td>
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<tr>
<td>- Information dissemination</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Evaluation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Monitoring</td>
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<tr>
<td>2. To prepare, translate and publish a manual on developing and managing Interreg projects, including best EU practices, in at least 1,500 copies.</td>
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<tr>
<td>3. To organise at least one workshop per CIP priority involving potential Slovenian and Croatian partners in order to foster cross-border co-operation and develop joint project ideas.</td>
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</tr>
<tr>
<td>4. To organise at least 2 study visits for future project owners in order to demonstrate EU best practices in cross-border co-operation.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Part 2: Grant Scheme implemented
The following activities will be financed through the Service Contract:

- organisation of information and clarification meetings with the beneficiaries;
- Assistance to the applicants in the preparation of project applications;
- On-line assistance (Internet web page, e-mails) and elaboration of data base for matching appropriate partners;
- assistance to the beneficiaries in the preparation of the inception, monthly, interim and final reports and by the preparation of invoices;
- organisation of the network of applicants with on-line assistance, “hot-line” and daily open hours in the home office for the assistance to the beneficiaries.
- PR activities (including the participation at all public events, which will arise from each grant contract).

B) Grant Scheme - Development of fundable project proposals
The following activities will receive support:

- Preparation of studies required for the justification of the project (e.g. economic, feasibility and environmental impact studies, budget analysis)
- Economic and physical planning activities
- Architectural and engineering design.

Preconditions

- For the successful implementation of the GS also the mirror funds on the Croatian side should be available
- Sufficient ideas for Interreg-type projects in regions
### Annex 2  Implementation time chart

<table>
<thead>
<tr>
<th></th>
<th>2003</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>service contract</td>
<td></td>
<td></td>
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<tr>
<td>grant scheme</td>
<td></td>
<td></td>
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</tbody>
</table>
Annex 3: Contracting and disbursement schedule by quarter for full duration of programme

**CUMULATIVE PHARE CONTRACTING SCHEDULE**

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Service contract</td>
<td>150,000</td>
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**CUMULATIVE PHARE DISBURSEMENT SCHEDULE**

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