STANDARD SUMMARY PROJECT FICHE

1. Basic Information

1.1 CRIS Project Number:

2004/016-710.005.01

1.2 Title:

Unallocated Institution Building Envelope

1.3 Sector:

Various

1.4 Location:

Slovenia

2. Objectives

2.1 Overall Objective

Strengthening the institutions and administrative capacity for the full application of the acquis communautaire.

2.2 Project purpose:

The purpose of this project is to provide Institution Building through assistance (twinning, twinning light or technical assistance) to meet the requirements related to specific urgent and unforeseen needs identified immediately after Slovenia's accession to the EU. In particular this project may help:

- to assist Slovenian institutions to implement the acquis in areas where assistance is still necessary;
- to strengthen the institutional and operational capacity of public administration bodies in terms of their role in the implementation of the EU acquis;
- to develop human resources of public administration institutions relevant for the implementation of the EU acquis.

2.3 Comprehensive Monitoring Report

In certain areas Slovenia partially meets the commitments and requirements and needs to make enhanced efforts in order to complete its preparation for accession.

3. Description

3.1 Background and justification:

Slovenia has been the beneficiary of accession related PHARE institution building projects since 1998. A high number of institution building projects have been or are being completed successfully in the form of full scale twinning or twinning light with the assistance of Member States experts. However immediately after Slovenia's accession to the EU there is a clear demand to establish a more flexible institution building instrument to address specific areas in which an urgent or unforeseen task would arise or which have a high priority. The
unallocated institution building envelope will provide the possibility to respond to emerging tasks in a more flexible and immediate way. Within the Transition Facility 2004 budget an unspecified envelope will be earmarked from which projects to be implemented in the form of twinning light, or commercially contracted technical assistance can be financed.

3.2 Linked activities:

- All institution building projects financed by PHARE since 1998
- The TAIEX Multi-beneficiary Programme, which acts as a complement to the national Phare programmes and is coordinated with them, responding to individual requests not covered in these programmes by tailor-made actions for each country in all fields of the acquis.
- SIGMA Multi-beneficiary Programme, which apart from advising on the modernisation of general management systems of public institutions focuses on horizontal subject areas of pre-accession assistance (e.g. financial control and external audit, financial management and public procurement, civil service and public administration), oriented to accession priorities and complementing National Programmes for Institution Building and twinning.
- Phare 2001 – Twinning Light Pot
- Phare 2002 - Unallocated IB envelope.

3.3 Results:
Concrete administrative structures and management systems in place that satisfy the requirement of the acquis in a number of areas.

3.4 Activities:
An envelope for as yet unspecified institution building projects will be established. Funded projects will rest on a number of fundamental principles:

- Projects will be based on priorities identified the Comprehensive Monitoring Report. There will be cases where the relationship with the acquis will be concretely established, but there might also be cases, where a focused institution building project will be the most suitable method for the achievement of a desired result in a broader sense of the acquis;
- The project will target very specific areas where further Institution Building support is required (e.g. further strengthening of relevant administrative structures for implementation of the acquis);
- The project targets a concrete, operational guaranteed result;
- Size and budget of projects will be subject of individual assessment;
- All projects should be in full compliance with the Commission’s Transition Facility guidelines;
• Projects can be implemented in the forms of twinning, twinning light and technical assistance.

3.5 Lessons Learned

Slovenia has benefited from accession related PHARE institution building projects since 1998. A large number of institution building projects have been completed successfully in the form of full scale twinning or twinning light with the assistance of Member States experts. The take up of the previous facilities established under the Phare programme, i.e. the 2001 Twinning Light Pot and the 2002 Unallocated IB envelope, has been good and all the funds have been committed. The experience shows that they have been particularly useful to respond quickly to urgent needs emerged during the accession negotiations. This unallocated IB envelope is expected to provide Slovenia the possibility to respond to the remaining tasks linked to further strengthening of the administrative capacity for the full implementation of the acquis.

4. Institutional Framework

The beneficiaries of funds of the unallocated IB envelope will be different institutions applying for financial support. The Government Office for European Affairs / NAC will assess the relevance of the project proposals submitted by the different institutions applying for financial support. The final decision on projects to be financed within the unallocated IB envelope budget will be taken jointly by NAC and the European Commission. From there on the procedures will follow what provided for in the “Twinning Manual”, “Procedures for twinning light”, and the PRAG.

5. Detailed Budget (in million €)

<table>
<thead>
<tr>
<th></th>
<th>Phare Support</th>
<th>Total Phare (=I+IB)</th>
<th>National *- Cofinancing</th>
<th>IFI</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment</td>
<td>0.00</td>
<td>1.500</td>
<td>-</td>
<td>-</td>
<td>1.500</td>
</tr>
<tr>
<td>Unallocated IB</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>envelope</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>0.00</td>
<td>1.500</td>
<td>-</td>
<td>-</td>
<td>1.500</td>
</tr>
</tbody>
</table>

* To all institution building projects government co-financing will be allocated to cover the necessary counterpart costs arising from the implementation of the project.

6. Implementation Arrangements

6.1 Implementing Agency

Ministry of Finance – Central Finance and Contracting Unit

Beethovenova 11, SI-1000 Ljubljana

PAO: Mr. Peter Škofič, Head of CFCU

Tel.: +386 1 478 69 94

Fax:: +386 1 478 62 04
6.2 Contracting Authority
The institutions are not determined due to the nature of the project.

6.3 Twinning
Beneficiary institutions are not determined, due to the nature of the unallocated IB envelope.

6.4 Non-standard aspects
The Practical Guide and the specific twinning and twinning light rules will strictly be followed.

6.5 Contracts
Due to the nature of the project for the time being it is not possible to foresee the number and value of contracts.

7. Implementation Schedule
7.1 Start of tendering/call for proposals
September 2004

7.2 Start of project activity
Contracts may be signed only after the signature of the Memorandum of Understanding for Transition Facility 2004. Last project must start at least 2 months before the expiry date of the contracting period.

7.3 Project Completion
Projects must be completed at least 2 months before the expiry date of the disbursement period.

8. Equal Opportunity
Equal opportunity for men and women will be guaranteed.

9. Environment
Not applicable.

10. Rates of return
Not applicable.

11. Investment criteria
Not applicable.

12. Conditionality and sequencing
The envelope will be actually used only if there are enough concrete applications fulfilling the criteria identified.

The beneficiary institutions are bound to provide the twinning partner with adequate staff and other resources (including translation and interpretation) to operate effectively. The full commitment and participation of senior management of the beneficiary institution is required for the implementation of the projects.
Annexes to Project Fiche

1. Logical framework matrix in standard format
2. Detailed implementation chart
3. Contracting and disbursement schedule by quarter for full duration of the programme (including disbursement period)
## ANNEX 1: Logical framework

### LOGFRAME PLANNING MATRIX FOR Program

<table>
<thead>
<tr>
<th>Project</th>
<th>Programme name and number</th>
<th>Unallocated IB envelope</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UNALLOCATED INSTITUTION BUILDING ENVELOPE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contracting period expires: 31/12/2006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disbursement period expires: 31/12/2007</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total budget: 1,500,000 €</td>
<td>Phare budget: 1,500,000 €</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall objective</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Strengthening the institutions and administrative capacity for the full application of the acquis</td>
<td>• Increasing number of Slovenian institutions completely ready to apply the acquis</td>
<td>• Monitoring reports</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>• Completion of some specific urgent, unforeseen needs identified immediately after Slovenia’s accession to the EU</td>
<td>• Acceleration of the progress within ministries/institutions towards meeting the requirements of the acquis</td>
<td>• Monitoring reports</td>
<td>• The identified tasks are completed in time and effectively</td>
</tr>
<tr>
<td></td>
<td>• At least 75% of the project beneficiaries receive positive comments in Commission monitoring reports etc..</td>
<td></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>
<tbody>
<tr>
<td>• Establishment of a facility providing support for institution building projects</td>
<td>• Specific identified tasks have been completed with the help of MS experts or TA provided by experts selected through the Practical Guide for Phare procedures.</td>
<td>• twinning experts reports • Monitoring reports</td>
<td>• The beneficiaries allocate appropriate human and financial resources to the specific task</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Implementation of a number of Institution Building projects in areas directly related to the accession negotiations</td>
<td>• Twinning light(s) • Service(s) Due to the nature of the envelope for the time being it is not possible to foresee the number of contracts</td>
<td>• Appropriate twinning partners and TA companies will be found and smooth co-operation will be ensured;</td>
</tr>
</tbody>
</table>
**Preconditions**
- The beneficiaries allocate appropriate human & financial resources to the specific task
- Full participation of senior management
### DETAILED IMPLEMENTATION CHART

<table>
<thead>
<tr>
<th>Component</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unallocated IB Envelope</td>
<td>I I I</td>
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</tbody>
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I – Implementation (Due to the nature of the facility the various phases of the project cycle will most probably run, in parallel, contract by contract).
### ANNEX 3

**CONTRACTING AND DISBURSEMENT SCHEDULE (IN MILLION €)**

<table>
<thead>
<tr>
<th>Unallocated IB Envelope</th>
<th>2004</th>
<th>2005</th>
<th>2006</th>
<th>2007</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>III</td>
<td>IV</td>
<td>I</td>
<td>II</td>
</tr>
<tr>
<td>Contracting</td>
<td>0.4</td>
<td>0.6</td>
<td>0.8</td>
<td>1.0</td>
</tr>
<tr>
<td>Disbursement</td>
<td>0.2</td>
<td>0.4</td>
<td>0.6</td>
<td>0.8</td>
</tr>
</tbody>
</table>

*Only Transition Facility contribution

(Due to the nature of the Unallocated IB envelope the contracting and disbursement schedule can be an estimation only).