Annex 4

TEMPLATE FOR THE INSTITUTIONAL FRAMEWORK/IMPLEMENTATION ARRANGEMENTS FOR THE JOINT SMALL PROJECT FUND BETWEEN TURKEY AND BULGARIA

National Authorities Responsible of the Programme

- As per the Turkish Financing Memorandum, the Turkish authorities defined as responsible at different levels with this programme are as follows:
  1. The Implementing Agency will be the Central Financing and Contracting Unit (CFCU).
  2. The Beneficiary of the project will be the Ministry of Foreign Affairs in close coordination with the State Planning Organisation and the EU Secretariat General.

- As regards the Bulgarian Financing Memorandum, the overall responsibility for programme co-ordination and financial management will rest with the Ministry of Regional Development and Public Works, which will be the Implementing Agency (IA).

- The Turkish and Bulgarian IA’s (Implementing Agency): Retain full responsibility for programme implementation respectively in Turkey and in Bulgaria.

- Two Secretariats shall be identified: On the Turkish side the Secretariats responsibilities will be undertaken by the State Planning Organization supported by an externally contracted TA. On the Bulgarian side, the secretariat’s responsibilities will be undertaken by the Ministry of Regional Development and Public Works. The two secretariats will undertake in their respective country, the task of overall technical management of implementation of projects and monitoring activities under the authority of the Turkish and Bulgarian IA’s.

- Rules, procedures and formats: New Specific Guidelines based on the grant section of the Commission Practical Guide and approved by both EC Delegations will be strictly followed.

  1. Preparation of the package of call for proposal, guidelines for applicants and application form according to the practical guide
• The Secretariats of the JSPF will prepare the call for proposals to be issued by the IA’s, draft the guidelines for applicants and the application form and other documents related to the implementation of the JSPF

• Final versions of the abovementioned documents are submitted to the respective EC Delegation for approval

2. PUBLICATION OF THE CALL FOR PROPOSAL

The IAs with the assistance of the Secretariats take all appropriate measures to ensure that the nationally and regionally publicised call for proposals reaches the target groups in line with the requirements of the Practical Guide.

3. PROJECT SELECTION PROCESS

• The Secretariats collect and register incoming project proposals.

• The TR and BG IAs select and approve the assessor teams (one for each country) for the assessment of administrative compliance, eligibility and assessment of technical and financial quality of proposals.

• The members of the assessor teams and the Joint Evaluation Committee (non-voting chairman, secretary, and voting members) to be nominated should be done exclusively on the basis of technical and professional expertise in the relevant area.

• The EC Delegations endorse the teams of assessors and the composition of the Joint Evaluation Committee. The EC Delegations nominate an observer to follow all or part of the proceedings of the Joint Evaluation Committee. Prior approval is needed from the Delegations for the participation of other observers.

• The Joint Evaluation Committee draws up its recommendations and decisions following the assessor team's written assessment of each proposal on the basis of the published evaluation grid.
• The IA of each country approves the evaluation report prepared by the joint evaluation committee and forwards the evaluation report and any award proposals to the EC Delegations.

• The EC Delegations approve (ex-ante) the evaluation report on the selection process and the final list of grants to be awarded.

• The IAs notify each applicant in writing of the result of the selection process.

4. Contracting for each country:

• The format of the grant contract is drafted by each IA according to the Practical Guide using the standard grant contract format and its annexes.

• The format of the grant contract is to be approved by the EC Delegations (in cases where the call for proposals results in the award of a large number of grants which all have the same grant contract conditions).

• The EC Delegations only approves the evaluation report, the list of proposed projects and the standard contract format, not the contracts themselves irrespective of the budget.

• The IAs sign the grant contracts with the selected beneficiaries based on the final list of grants approved by the EC Delegation. The language of the grant contract is English and an official Turkish/Bulgarian translation of the contract is attached to the signed English language contract.

• Copy of the signed grant contract will be respectively available at the CFCU in Turkey and the Bulgarian MRDPW.

5. Implementation of the selected projects by the recipients of grants from the JSPF

• Those awarded grants from the JSPF shall subcontract suppliers of goods, services or works, in line with Phare procurement regulations annexed to the Grant Contract and under the Practical Guide.
• The projects will be subject to ex-post control by the EC Delegation pursuant to the Practical Guide.

6. FINANCIAL MANAGEMENT OF THE SELECTED PROJECTS

• The TU IA receives and verifies the invoices and requests for payments.

• The BG IA receives and verifies the invoices and requests payment by the National Fund.

7. MONITORING OF THE PROJECTS IMPLEMENTED BY THE BENEFICIARIES

Standard Phare monitoring instruments will be used for monitoring purposes. Attention is drawn to the special duty of the Secretariat with regard to the monitoring of the selected projects.

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