1. Basic information

1.2 Title: Joint Small Projects Fund

1.3 Sector: 2004-2006 Cross-Border Co-operation (CBC) Programme between Turkey and Bulgaria

1.4 Location: Provinces in the Border Region between Turkey and Bulgaria

In the framework of the 2004-2006 Cross Border Co-operation (CBC) Programme between Turkey and Bulgaria, the 2006 Joint Small Projects Fund (JSPF) will finance, through a grant scheme, small projects for the following NUTS III regions: Edirne and Kırklareli. A mirror 2006 JSPF will be financed by the 2004-2006 CBC Programme for the following NUTS III regions in Bulgaria: Bourgas, Yambol and Haskovo.

1.5 Duration: 18 months

2. Objectives

2.1 Overall Objectives

The Joint Small Projects Fund (JSPF) supports the key objectives of the Turkish-Bulgarian CBC Programme, namely to support the establishment and development of cooperative networks on both sides of the border and the creation of linkages between these networks and wider European Union networks.

2.2. Purpose of the project

The purposes of the project are as following:

- Supporting the establishment or further development and deepening of contacts between different regional and local institutions on either side of the border;
- Increasing the personnel and institutional capabilities for co-operation and participation in future development programmes

2.3. Accession Partnership (AP) and NPAA priority

The JSPF plays a useful role in the process of preparation of Turkey and Bulgaria for accession, in particular through the improvement of the administrative capacity of local and regional actors to implement grant schemes. The project represents thus an important element in the preparation of Turkey and Bulgaria for the adoption of Structural Funds. In addition, the project supports the social and economic cooperation between the border regions of candidate countries. The project is in compliance with the principles of NPAA, Chapter 21.
2.4 Contribution to National Development Plan

This project responds to the priority areas of the Regional Development medium-term strategy relating to:

- Strengthening human resources and, particularly, increasing self-employment potential,
- Ensuring diversified economic activities in rural areas,
- Strengthening institutional structure by new local governance models, which will increase local participation, improve common enterprise areas and regulate collective intervention of local actors to local economic development.

It is in line with the objectives of Development Axis 4 “Increasing the economic power of Regions, reducing the interregional development disparities, and accelerating rural development”. (pNDP, page V-VI)

2.5. Cross-border Impact of the Project

The CBC Programme will contribute to the removal of existing disparities between regions on both sides of the border and thus to the gradual alignment of economic and social development. This is particularly important in view of future integration into the European Union. Full membership will require the approximation of levels of economic activity and living standards in particular in border regions in order to avoid undue problems connected to the removal of borders and the introduction of the principle of free movement.

The JSPF scheme promotes the elaboration of projects with a cross-border impact and encourages the development of linkages between local communities /organisations/ institutions on both sides of the border. In general, the “people-to-people” aspects of the individual projects and the general direction of the fund guarantee a high degree of cross-border relevance of the scheme.

3. Description

3.1 Background and justification

In the framework of the 2004-2006 CBC Programme, Turkey and Bulgaria decided to develop the Joint Small Project Fund Programme with a view to support the economic and social development and strengthen cross-border cooperation between local communities /organisations/ institutions on both sides of the border. In this context, 700,000 € of the 2006 budget is allocated to a JSPF scheme. The 2006 JSPF scheme will finance “soft” projects that fall under the priority areas listed at point 3.4 below, which have been identified in the Joint Programming Document for the 2004-2006 CBC Programme.

The call for proposals for 2003 JSPF was launched in October 2004, and as a result of the evaluation process nine projects covering the allocated funds were awarded grant. The implementations of the projects were commenced at the end of 2005. The recent commencement of project activities has re-vitalised interest in cross-border cooperation,
and this has enhanced interest in the call for proposals for the 2004 JSPF launched on 3rd of April 2006. There is high level of interest in the info days and training sessions, which were organised in April 2006 in Edirne and Kırklareli.

3.2 Sectoral rationale

Not applicable

3.3 Results

Financial support through grants to small-scale “people-to-people” actions in the border regions in the fields listed at point 3.4 below should produce the following results:

- Increased intensity and degree of cross border co-operation between local authorities, NGO and other stakeholders on the two sides of the border;
- Increased level of public awareness and information on CBC, its purpose and objectives, and on the JSPF scheme;
- Increased local involvement to implement small-scale actions that may form the basis for larger cross-border co-operation projects;
- Increased absorption capacity of EC grants by local stakeholders.

3.4 Activities

Activities to be carried out:
1. Preparation of the package for the joint call for proposals
2. Launching joint call for proposals
3. Provision of information campaign in Bulgaria and Turkey and publicity to beneficiaries on People to people actions; Assistance to project applicants
4. Submission of applications
5. Appointment of Evaluation Committees
6. Project selection process
7. Contracting
8. Implementation of selected projects by beneficiaries
9. Financial management of the projects
10. Monitoring of the projects implementation and evaluation

The 2006 JSPF project will support:

- The financing through grants of selected small-scale “people-to-people” projects (projects located in the Border Region between Turkey and Bulgaria, or from the Turkish contribution to common Bulgarian-Turkish projects)
- Technical assistance for operating the fund. This will consist of support for operating the fund. The EC contribution may finance indirect (overhead) costs up to 7% of the € 700,000 JSPF budget for Turkey (maximum € 49,000). This amount may be used for expenditure relating to the preparation, selection, appraisal and monitoring of the JSPF grant scheme.

JSPF grants will only be made available for projects whose immediate objective is non-commercial and strictly non-profit. Under no circumstances may the grant give rise to
profits (i.e. it will be restricted to the amount required to balance income and expenditure for the project).

**General Criteria for Eligibility**

In general terms the eligible actions in the framework of the JSPF should meet the following conditions:

- Have a strong and evident cross-border nature (joint projects, especially where co-financed jointly by Turkish and Bulgarian project partners, will be particularly encouraged),
- Contain realistic and transparent financial provisions,
- Be ready for implementation,
- Be of a value within the range of maximum € 50,000 and minimum € 10,000,
- Availability of co-financing. Minimum co-financing will be 10% of the cost of projects (in cash or in kind) to be borne by the organization submitting the project proposal,
- Under no circumstances be in contradiction with the long-term national development plans and those of the municipality or the region (projects that are part of an overall strategy/plan for the development of the region/town/municipality will receive priority),
- If possible, contain innovative approaches (e.g.: pilot projects)

On this basis the Turkish and Bulgarian implementing authorities will jointly develop more detailed operational guidelines.

**Priority areas**

The Fund will support small-scale people-to-people actions in the following priority areas:

**3.4.1- Economic development**

Support and co-ordination of joint activities for encouraging the conclusion of cross-border co-operation agreements, strengthening the existing relation between the region’s administrations and associations such as: Chambers of Commerce, Industry, Agriculture, business centres and regional professional associations. Support for the creation of specific databases, for exchanging information, experiences and for mutual transfers of know how, as well as for carrying out joint marketing and training activities and integrating new technologies, particularly information technologies. This measure is designed to help to promote cross-border business cooperation in order to better exploit potential synergy effects. SMEs are seen as one of the main driving forces behind this development process. The measure is targeted at helping micro enterprises and SMEs through their support organisations (e.g. Chambers of Commerce, KOSGEB, etc.) to become the most important drivers of economic development. The aim is to encourage in particular the creation of value added in the sector through cross-border cooperation, human resource development in the cross-border area for stimulating local employment and, in particular, for introducing equal opportunities for the adequate and effective participation of women and youths in the labour market.

**3.4.2 – Tourism**
Support for preparation and implementation of joint projects related to the protection, recovery and popularisation of the common cultural, architectural, artistic, historic, natural and tourism resources in the Border Region; for turning these into tourists’ attractions and cultural and historic centres into tourism destinations, without causing damage to the common heritage or to the environment; for elaborating joint strategies for developing alternative forms of tourism and reducing dependence on seasonality; for studying the possibility of creating joint cross-border holiday packages; for joint marketing and promotion of tourism; for developing initiatives and upgrading facilities to foster cross-border leisure activities; for training and building up local skills in order to bring the quality and variety of services offered on both sides of the border region closer to the standards and requirements of the modern tourism industry.

3.4.3 - Cultural Exchanges
Support for strengthening relations and for the creation of cross-border networks between universities, schools and research institutions, for exchanges of students, for joint sport and cultural activities among the youth, for joint training initiatives with a view to popularisation of new technologies and innovations, for joint scientific research and for joint studies on the history and traditions of the region.

3.4.4 - Institutional capacity building at local level
Support for intensifying the institutional interaction and co-operation in the Border Region by improving the skills of organizational structures in local and regional administrations and in other areas of the civil society. Support for transfer of know-how and for technological integration aimed at extending the availability of services (such as health services) to the most isolated areas. Support for co-operation and exchange of experiences in the field of spatial and urban planning and for regional and spatial analyses and strategies, as well as environmental studies and monitoring systems or land use concepts. Provision of appropriate training courses and of materials for distant learning, exchange of experiences on different levels and of information needed to build up institutional capacities for the preparation of projects.

Selection process

The JSPF Secretariat will prepare a call for proposals to be issued by the CFCU. The call for proposals must be fair and open to all eligible organisations. The call for proposals may be publicised by a variety of means (e.g. newspapers/ media/ networking newsletter) and will be published on the 2004-2006 CBC Programme Internet site. The call for proposals should allow a reasonable deadline for the submission of proposals (2 months is recommended) and should indicate where additional information and assistance for preparing a proposal can be found.

The project applicants will, in many cases, need some assistance. Information workshops may be organised to inform and direct would-be participants, so as to ensure high transparency and encourage good quality proposals.

An appropriate panel of experts, the Team of Assessors, appointed by the Contracting Authority and approved by the Commission will assess the submitted applications in each country. The Team of Assessors will use clear and pre-defined evaluation grids, prepared by the JSPF Secretariat. Applications that do not meet the pre-specified eligibility criteria
will be rejected at this stage. On the basis of the recommendations of the Team of Assessors, a joint evaluation will be performed and a final decision will be reached as to which projects will be awarded a grant.

3.5. Linked activities

In 2003, the two countries decided to implement a 2003 JSPF as a pilot project to introduce the 2004-2006 CBC Programme and a project to this effect is included in the 2003 pre-accession financial assistance programme. The call for proposals for 2003 JSPF was launched on the 26th of October 2004, and the implementation of the 9 successful projects is still going on. The call for proposals for 2004 JSPF was launched on 3rd of April 2006. Moreover, in 2004 restoration of the Ekmekçizade Caravanserai in Edirne was included under 2004-2006 Cross-Border Co-operation Programme (CBC) between Turkey and Bulgaria. It will provide a venue for joint people to people events, some of which might well be financed under a JSPF grant.

3.6 Lessons learned

There is limited experience in Turkey as regards implementing grant schemes at regional level. As stated in 3.5, the call for proposals for 2003 JSPF was the first experience of the grant scheme in Edirne and Kırklareli, and the implementation of the 9 successful projects is still going on. Therefore, applicants in the region are more familiar with the EU procedures. As stated in the “No. R/TR/ESC/06.001 - Interim Evaluation Report of the European Union Pre-Accession Programmes in Turkey”, 2003 JSPF has improved the level of cooperation between Turkish stakeholders in the target region, and it has resulted in increased contacts between Turkish and Bulgarian stakeholders. The joint meetings of the projects are understood to have led to increased bilateral interest in business development. Immediate impact is somewhat undermined by the visa requirements for Turkish citizens visiting Bulgaria.

The delay in the announcement of grant awards, and the additional post-grant procedures had had a negative impact on stakeholder perceptions of EU funded assistance. Nevertheless, the recent commencement of project activities has re-vitalised interest in cross-border cooperation, and this has enhanced interest in the call for proposals for the 2004 JSPF launched on 3rd of April 2006.

The Edirne and Kırklareli provincial administrations have started to work together through the cooperation of Deputy Governors and the Local Technical Secretariats established by the programme. Project units are being established in provincial administrations and municipalities to develop projects, and to seek funding from other sources. A concrete example of indirect impact is that a project to improve the public health services available to the Roma community in Kırklareli is expected to lead to the inclusion of one or more new modules in the curriculum of the Ministry of Health's public health personnel training programme.

Experience in candidate countries has demonstrated that in general the JSPF is a highly effective and visible mechanism for mobilising worthwhile small-scale projects at the local level. Projects are often the first of their type in the locality and can often provide the applicants with new ways to express their creativity and endeavour in a cross border environment. Significantly JSPF is found to raise local interest and capacity for accessing
instruments such as grant schemes. Interest has also been raised through JSPFs in post accession instruments, for which the learning experience of applicants under JSPF has been particularly valuable.

4. Institutional Framework

The key institutions of the CBC Programme are the National Aid Co-ordinator (Secretary General for EU Affairs) that is responsible for programming, monitoring, implementation and assessment of all EU-funded programmes. The National Fund, in the Office of the Undersecretariat of State for Treasury in Turkey, headed by the National Authorising Officer (Undersecretary of State for Treasury), that supervises the financial management of the 2004-2006 CBC Programme between Turkey and Bulgaria, transfers funds to the Contracting Authority to perform all necessary payments and is responsible for reporting to the European Commission.

The Turkey-Bulgaria Cross Border Cooperation programme 2004-2006 is under the responsibility of a Joint Co-operation Committee (JCC), which ensures a policy and financial overview of the operation of the programme, and of a Joint Steering Committee (JSC), which is responsible for the selection of the projects.

The Undersecretariat of the State Planning Organisation (DPT) is responsible from the management and coordination of the 2004-2006 CBC Programme between Turkey and Bulgaria. DPT coordinates the programming of TR_BG CBC programme and provides technical assistance to beneficiary institutions at the stage of programming.

The Central Finance and Contracts Unit (CFCU) is taking the responsibility for the overall budgeting, tendering, contracting, payments, accounting and financial reporting aspects of all procurement in the context of the EU funded programmes in Turkey. The CFCU is established as a unit, which is administratively linked to the Undersecretariat of Treasury and will take all decisions autonomously under the responsibility of a Programme Authorising Officer (PAO).

The CFCU ensures that the EU rules, regulations and procedures pertaining to the procurement of services, supplies, works and grants are adhered to and that a proper reporting system is functioning. More specifically the CFCU, acting as the Contracting Authority, is entrusted with the following tasks: Tendering, Evaluation, Contracting, Accounting, Payments and Reporting.

Under the JSPF, grants will be contracted in accordance with the procedures set out in the “Practical Guide to contract procedures by the general budget of the European Communities in the context of external actions” (PRAG) currently in force. The project shall be implemented with ex-ante control of the EC. The publicity, evaluation, selection and contracting of projects to be supported by the JSPF shall be carried in accordance with PRAG.

Eligible beneficiaries
Eligible beneficiaries in principle include all non-profit decentralised, local organisations, such as:

- Municipalities within the defined border region
- District level organisations
- Inter-communal co-operation organisations
- Chambers of Commerce, Industry and Agriculture
- Professional associations
- NGOs
- Universities

Profit making organizations and national organizations without a distinctive role in the border region will not be eligible.

5. Budget

The EU budget for the 2006 JSPF is € 700.000, as detailed below:

<table>
<thead>
<tr>
<th>Year 2006 Institution Building support</th>
<th>Phare/Pre-Accession Instrument support</th>
<th>Co-financing</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2006 Institution Building support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical Assistance (***</td>
<td>49.000</td>
<td></td>
<td>49.000</td>
</tr>
<tr>
<td>Joint Small Project Fund</td>
<td>651.000</td>
<td>65.100</td>
<td>65.100</td>
</tr>
<tr>
<td>IB support – sub-total</td>
<td>700.000</td>
<td>65.100</td>
<td>65.100</td>
</tr>
<tr>
<td>Total project 2006</td>
<td>700.000</td>
<td>65.100</td>
<td>65.100</td>
</tr>
</tbody>
</table>

(* ) Contributions form National, Regional, Local, Municipal authorities, FIs loans to public entities, funds from public enterprises
(**) Co-financing is needed and will be a criterion for eligibility of projects. Minimum co-financing of 10% of the projects’ costs, in cash only, will be provided by the beneficiaries, not by the Turkish National Fund

(***)) Maximum 7% of Total EU allocation (€ 700,000) may be used to cover Technical Assistance for consultancy and training inputs, but not for remuneration

6. Implementation Arrangements

6.1 Implementing Agency

The Central Finance and Contracts Unit (CFCU) is the Contracting Authority. The CFCU ensures that the EU rules, regulations and procedures pertaining to the procurement of services, supplies, works and grants are adhered to and that a proper reporting system is functioning. More specifically the CFCU, acting as the Contracting Authority, is entrusted with the following tasks: Tendering, Evaluation, Contracting, Accounting, Payments and Reporting.

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   Fax: + 90 312 472 37 44  
   E-mail: didem.ulac@cfcu.gov.tr

6.2 Twinning
No twinning activities are included as part of the grant schemes and the individual people-to-people projects.

6.3 Non-standard aspects

There are no “non-standards aspects”. The EC PRAG contract procedures will strictly be followed.

6.4 Contracts

Grant Contracts will be signed according to the EC PRAG contract procedures.

7. Implementation schedule

7.1 Start of tendering/call for proposals
   - The call for proposals is planned to be launched by October 2007, therefore Technical Specifications (for printing the call for proposals materials such as: guidelines for applicants, brochures, CDs etc.,) and Terms of Reference (for the procurement of service training activities for potential applicants in the region) will have been sent to CFCU by August 2007.

7.2 Start of project activity
   - The indicative contracting date is April 2008, by which project activities starts.

7.3 Project completion
   - The foreseen date for the completion of projects is March 2009.

8. Equal opportunity

In the whole process of preparation and implementation of the projects no discrimination between men and women will be made. Participation in grants financed under the Joint Small Projects Fund facility is open equally to men and women. Every effort will be made to encourage the participation of women.

9. Environment

Environmental aspects will be assessed individually for each of the proposed projects.

10. Rates of return

N/A

11. Investment criteria

N/A
12. **Conditionality and sequencing**

Conditionalities for this project:
Ability of eligible stakeholders to comply with the administrative and procedural requirements,
Availability of support to applicants as well as the capacity of applicants to co-finance projects,
Appropriate time is agreed with the Bulgarian side to launch Call for proposals
Timely finalisation of Evaluation process.

**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 programme (including disbursement period)
4. Reference to feasibility/pre-feasibility studies
5. List of Relevant Laws Regulations
6. Reference list of relevant strategic plans and studies
7. Template for the institutional framework/implementation arrangements for joint small project fund between Turkey and Bulgaria
# ANNEX 1

## LOGFRAME MATRIX

<table>
<thead>
<tr>
<th>Programme name and number</th>
<th>Joint Small Projects Fund</th>
<th>Overall objectives</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004-2006 CBC</td>
<td>To contribute to the establishment and development of co-operative networks on both sides of the border and the creation of linkages between these networks and wider European Union networks.</td>
<td>Monitoring by JSPF Secretariats and Contracting Authority</td>
<td>10 new contacts or partnerships are established by the end of 2009</td>
<td>- Monitoring and assessment reports; Reports by JSPF Secretariats and the Contracting Authority.</td>
<td>- Good response from local community for the identification and development of projects; Capacity of local stakeholders for finding partners across the border; Two sides of the mirror project to be contracted</td>
</tr>
</tbody>
</table>

1. Total budget will be the sum of EC Support and minimum co-financing of 10% of the projects' costs be provided by the beneficiaries.
- Ongoing co-ordination and co-operation between the two countries.
<table>
<thead>
<tr>
<th>Results</th>
<th>Objectively verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
</table>
| • Increased intensity and degree of cross border co-operation between local authorities, NGO and other stakeholders on the two sides of the border;  
• Increased level of public awareness and information on CBC, its purpose and objectives;  
• Increased local involvement to implement small-scale actions that may be conducive to larger cross-border co-operation projects;  
• Increased absorption capacity of EC grants by local stakeholders. | • At least 10% more of applicants in respect to JSPF 2005;  
• At least 5 media coverage such as reports, news, etc. regarding the JSPF 2006 Programme by the end of 2009.  
• At least 2-3 pilot projects which form a basis for larger projects;  
• At least 10% more of projects qualifying for financing in respect to JSPF 2005.  
• % 99 of EU allocation contracted and disbursed by the end of 2009. | • Monitoring and assessment reports;  
• Reports of the Contracting Authority;  
• Programme evaluation reports;  
• Regional and local press and news reports. | • Encouragement by local authorities of cross border contacts for the establishment of partnerships;  
• Well functioning co-operation among the central, regional and local administrations of the two countries. |

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Costs</th>
<th>Assumptions</th>
</tr>
</thead>
</table>
| EC Grants given for small scale people-to-people actions through grant scheme in the fields of:  
• Economic development;  
• Tourism;  
• Cultural exchanges;  
• Institutional capacity building at local level; | Grant contracts signed for selected and approved projects. (€ 465,000 EU Contribution)  
TA Contracts for operating the grant scheme. This will consist of support for expenditure relating to the preparation, selection, appraisal and monitoring of the | EC Funds – 700,000 EUR;  
Local Funds – minimum co-financing of 10% of the projects’ costs. | • Sustained interest of local institutions in the JSPF scheme;  
• Sustained interest of local institutions in the JSPF scheme; |
<table>
<thead>
<tr>
<th>JSPF grant scheme (€ 49,000 EU Contribution)</th>
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**Implementation Time Chart**

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<td>02 Technical Assistance</td>
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T: Tendering  
C: Contracting  
I: Implementation  
D: Disbursement
# FIGURES REGARDING EC CONTRIBUTION ONLY

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</tr>
</tbody>
</table>
Annex 4: Reference to feasibility/pre-feasibility studies

Not applicable

Annex 5: List of Relevant Laws Regulations

(PHARE Regulation)


(PHARE CBC Regulation)
Council Regulation (EC, EURATOM) No 99/2000 of 29 December 1999 concerning the provision of assistance to the partner States in Eastern Europe and Central Asia;

Annex 6: Reference list of relevant strategic plans and studies

1. Long Term Strategy and Eighth Five-Year Development Plan 2001-2005


Annex 7

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

National Authorities Responsible for the Programme

- As regards the Bulgarian Financing Memorandum, the overall responsibility for programme co-ordination will rest with the National Aid Co-ordinator.
- The management will be done by the Ministry of Regional Development and Public Works, which will be the Implementing Agency (IA).
As per Turkish Financing Memorandum, the Turkish authorities defined as responsible at different levels with this programme are as follows:

1. The Contracting Authority (CA) will be the Central Finance and Contracts Unit (CFCU).
2. The Beneficiary of the project will be the State Planning Organization (DPT).

**The Bulgarian IA and Turkish CA:** Retain full responsibility for programme implementation respectively in Bulgaria and in Turkey.

**Implementing Institutions:**

On the Bulgarian side, the Secretariat’s responsibilities will be undertaken by the Ministry of Regional Development and Public Works. The Secretariat will undertake the task of day-to-day technical management of implementation of projects and monitoring activities under the authority of the Bulgarian IA.

On the Turkish side, the State Planning Organization of the Republic of Turkey will act as the Implementing Authority for the JSPF, and will be responsible for the technical implementation of the project according to the rules of the Operational Agreement signed with the CFCU and also will co-ordinate the monitoring of the grants awarded. Two CBC Contact Bureaus (Local Technical Secretariats), which have been established in the Governor’s Offices at Edirne and Kirkkareli will help with informing local stakeholders and will participate in the implementation of the project at the regional level and in the monitoring of the grants awarded.

**Rules, procedures and formats:** Guidelines for Applicants developed in conformity with the provisions of the grant section of the PRAG 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 IA of the Bulgarian side and CA and Implementing Authority of the Turkish side (respectively MRDPW and CFCU-DPT), supported by TA, will prepare the call for proposals, the guidelines for applicants and the application form and other documents related to the implementation of the JSPF in line with Phare/PRAG procedures.

   - IA of the Bulgarian side and CA of the Turkish side submit the final version of the documents to the respective EC Delegation for approval

   - EC Delegations approve the documents

2. **Publication of the call for proposal**

   - The IA of the Bulgarian side with the assistance of its Secretariat, and the CA and Implementing Authority of the Turkish side with the assistance of CBC Bureaus
(Local Technical Secretariats) take all appropriate measures to ensure that the nationally and regionally publicized call for proposals reaches the target groups in line with the requirements of the Practical Guide.

3. Project selection process

- The Secretariat of the Bulgarian side and CA of the Turkish side collect and register incoming project proposals.

- The BG IA and TR CA-DPT select and nominate the members of the evaluation committees (non-voting chairman, secretary, and voting members) and assessor teams (if required) exclusively on the basis of technical and professional expertise in the relevant area.

- The EC Delegations endorse the lists of assessors (where applicable) and the composition of the Evaluation Committees. The EC Delegations may nominate an observer to follow all or part of the proceedings of the Evaluation Committees. For Bulgarian side, prior approval is needed from the Delegations for the participation of other observers.

- The Evaluation Committees draw up their recommendations and decisions following the assessor team's written assessment of each proposal on the basis of the published evaluation grid.

- The IA of the Bulgarian side and CA of the Turkish side approve the evaluation reports prepared by the evaluation committees and forward the evaluation reports and the list of awarded proposals to the respective EC Delegation.

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

- The BG IA and TR CA-DPT will nominate the Joint Evaluation Committee (JEC), and the JEC exchanges the final lists of grants in written procedures in order to avoid duplications of actions and funding.

- The IA of the Bulgarian side and CA of the Turkish side notify each applicant in writing of the result of the selection process.

4. Contracting (PAO designated in the responsible IA of the Bulgarian side and PAO in the CA of the Turkish side) for each country:

- The format of the grant contract is drafted by the IA of the Bulgarian side and CA of the Turkish side 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 approve the evaluation report, the list of proposed projects (budget, duration, beneficiaries etc as per Phare Practical Guide), and the standard contract format, not the contracts themselves irrespective of the budget.

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

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

5. Implementation of the selected projects by the beneficiaries

• Beneficiaries subcontract the procurement of supplies services or works, in line with Phare procurement regulations annexed to the Grant Contract and under the PRAG.

• The projects will be subject to ex-post control by the EC Delegation pursuant to the PRAG.

6. Financial management of the selected projects

• The IA of the Bulgarian side and CA of the Turkish side receive and verify the invoices and request payment by the respective 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 of the Bulgarian side, and DPT and CBC Bureaus (Local Technical Secretariats) of the Turkish side with regard to the day-to-day monitoring of the selected projects.

• The EC Delegations reserve the right to organize field visits and to monitor on a case-by-case basis the projects selected under the JSPF exercise.