1. Basic information

1.1 CRIS Number (Year 1):

1.2 Title: Strengthening the Capacity of the Turkish Grand National Assembly

1.3 Sector: Legislation - Administration

1.4 Location: Turkey

1.5 Duration: 12 months + 3

2. Objectives

2.1 Overall Objective:

To improve the quality of the Turkish legislation concerning harmonization with the acquis communautaire

2.2 Project purpose:

To strengthen the capacity of the Office for the EU Affairs to EU Harmonization Committee and the permanent committees.

2.3 Accession Partnership (AP) and NPAA priority (and implementing measures envisaged by the Action Plan for AP priorities related to strengthening administrative and judicial capacity):

All the political, economic criteria that need to be fulfilled and the ability to assume the obligations of membership constitute important parts of the Turkish Parliamentary legislative procedure. Parliaments are responsible for the whole regulations that need to be enacted for the harmonization with acquis communautaire. All the regulations enacted by the Turkish Parliament regarding the alignment of the EU acquis communautaire are closely related with meeting the Accession Partnership priorities final aim of which is Turkey’s membership to the EU.

2.4 Contribution to National Development Plan (and/or Structural Funds Development Plan/SDP):

"Not applicable".

2.5 Cross Border Impact:

"Not applicable".
3. Description

3.1 Background and justification:

The Standing Committees of GNAT carry out the basic function of the legislative and supervisory roles of the parliament. There are 17 permanent committees in the parliament namely:

1. Constitutional Committee
2. Justice Committee
3. National Defence Committee
4. Internal Affairs Committee
5. Foreign Affairs Committee
6. National Education, Culture, Youth and Sport Committee
7. Industry, Trade, Energy, Natural Resources, Knowledge and Technology Committee
8. Public Works, Reconstruction, Transportation and Tourism Committee
9. Agriculture, Forestry and Rural Affairs Committee
10. Health, Family, Labour and Social Affairs Committee
11. TGNA Examination of Accounts Committee
12. Petition Committee
13. Examination of Human Rights Committee
14. Environment Committee
15. State Economic Enterprises Committee
16. Planning and Budget Committee
17. European Union Harmonization Committee

Numbers of the members of the Committees are as follows:

Examination of Accounts Committee has 15 members,
Petition Committee has 15 members,
The European Union Harmonization Committee has 18 members
The State Economic Enterprises Committee has 35 members,
The Plan and Budget Committee has 40 members
Each of the other committees has 24 members.

Each of these committees has different roles in the legislation process. In general the role of the committees is to fulfil the legislative and supervisory functions of the GNAT and to make their own contribution to the issues that are on the agenda of the Parliament. Each committee has also permanent staffs, which are employed in the area that the committee is working on.

Permanent staff, namely the experts in the committees are responsible for putting together agenda related to draft bill or proposal for the committee meetings, gathering necessary documents, revealing his/her opinion about draft law or proposal and finally reporting on the outcome of the debate. Since permanent staff participates actively in whole debate of draft law or proposal in the committee he/she can influence directly the legislation process concerning harmonization with acquis communautaire.

Although the experts who are working in these 17 Standing Committees and the other experts (30 experts) working in the different departments of the GNAT are expected to play a vital
role in the legislation process, they are not well trained in terms of EU issues both in general and specific terms.

Therefore training of these experts on EU matters in particular on EU acquis, which they are working on, will broaden the vision of the staff mentioned above on the EU legislation. Likewise, one month period training, study visits, seminars, workshops and conferences to be organized within this project will help them to understand the EU working system.

Additionally, sometimes draft laws which are prepared for the adoption of the acquis do not comply with the EU acquis and consequently these laws have to be revised and debated in the General Assembly repeatedly, which means waste of time and lack of efficiency. This inefficiency hinders the speed of the GNAT working system that is vital for the negotiation process.

In order to ensure the effective and rapid deliberation of legislation, Members of parliament and EU Harmonization Committee should also be provided with adequate training and access to information for the benefit of permanent staff working in the 17 Standing Committees and related departments.

On the other hand, the role of the European Union Harmonization Committee which is one of the permanent Committees is very limited. In the legislation process, the Committee is not a primary committee; it is a secondary committee, which examine all the draft bills or proposals from the standpoint of their conformity with the EU acquis. In this context, permanent staff of the committee prepares the reports, which are presented to primary committees. Hence in the legislation process the role of the Committee is consultative and its decisions are non-binding. However there are ongoing legal works to increase the role of this committee in the legislation process.

Therefore Office for The EU Affairs, which will be established, will be very effective and useful in terms of the legislation process of the EU related primary legislation. Main duty of the Office for the EU Affairs is envisaged to support Members of EU Harmonization Committee in terms of legislative and executive functions. The Turkish government commits itself to employ at least 10 experts and expert assistants for the Office of the EU Affairs by July 2007 the latest.

The Office for the EU Affairs will prepare notes and background materials for the standing committees and sub-committees of GNAT regarding EU affairs. Office will coordinate and support the projects to be prepared by the Standing Committees or departments of GNAT within TAIEX, EUVP and likewise. It will also provide any kind of information and prepare reports on the subjects that are important on the EU agenda of Turkey upon requests of the Members of Parliament (please see Annex VII for further information as regards to institutional structure and duties of the office). Therefore training of the permanent staff of the Office for EU Affairs is being given utmost importance in many respects.

Well-trained, efficient and competent staff working in the committees and related departments of the GNAT should save time at each stage of the legislative process and increase the quality of the legislation enacted for the harmonization with the EU acquis.
Project results will strengthen the institutional framework of the Office for the EU Affairs as well as the permanent committees. Members of Parliament in standing committees and permanent staff to be trained on EU matters will evaluate the legislation more efficiently from the perspective of EU norms. EU Harmonization Committee will be strengthened by allowing it to check the draft law and proposals according to Acquis Communautaire and this will result in strengthening the GNAT in terms of legal and administrative capacity.

3.2. Sector Rationale

NA

3.3. Results

3.3.1. The new Office for the EU Affairs is set-up within the GNAT with fully furnished offices and well-trained staff that has necessary equipment and documentation to meet the requirement of the MPs and permanent staff of the Parliament.

3.3.2. Better informed and trained members of Standing Committees and MPs with enhanced knowledge on the EU acquis and its drafting procedures, techniques, methodologies and procedures for efficient law adoption.

3.3.3. Speedier adoption of the acquis communautaire by the GNAT.

3.4 Activities (including Means)

Foreseen indicative activities are as follows:

3.4.1 Training programs

Location: Turkey
Staff to be trained: 100 staff of the GNAT both from the new Office for the EU Affairs, EU Harmonization Committee and other standing committees as well as related departments.
200 MPs of EU Harmonization Committee and other committees.
Indicative number of training programs: 11

Indicative Subjects:
- Institutional structure of the EU
- The implementation methods of the parliamentary scrutiny and subsidiarity by member states and candidate states
- The legislation process and the legislative techniques of the member states and the candidate states’ parliaments
- The coordination and cooperation, and the working methods between the member states’ parliaments and the government agencies
- The problems that the new member states of the EU face during the legislation process regarding the EU Law
- The problems that the new member states of the EU face during the negotiation process
- Training on selected acquis chapters
3.4.2 Training Seminars

Location: Turkey
Indicative number: 4
Participants: MPs and Permanent staff both from the new Office for the EU Affairs, EU Harmonization Committee and other standing committees as well as related departments of GNAT and, NGOs
Subjects: NGOs communication with MPs

3.4.3 Study visit

Location: EU states and European Parliament
Participants: 30 Members of the EU Harmonization Committee and other committees, 100 permanent staff including senior executives, experts or expert assistants
Subjects: legislative procedures in the Parliaments of EU Member States

3.4.4 Supply of equipment for the Office of the EU Affairs

Documentation and electronic data subscriptions as well as furnishing will be provided for the Office for the EU Affairs. A list that includes required equipment; location of installation and all costs are attached. (Annex IX).

Means/Inputs

1. Twinning Contract
2. Supply Contract.

3.5 Linked Activities:

Another project to support for the Grand National Assembly of Turkey (GNAT) during Turkey’s Accession Negotiations with the EU was launched in 27-28 June 2006. The project is the British and Turkish NGO initiative and it will be implemented by the London Information Network on Conflicts and State-Building (LINKS) in cooperation with the Turkish Democracy Foundation. Funding is being secured from the UK Government through Global Opportunities Fund of the Foreign and Commonwealth Office (£ 181.390). The project duration is 2 years, from April 2006 to March 2008.

Project will target members of the Parliament but most importantly NGOs and media. Better informed Turkish Public, Structured co-operation between GNAT and other EU parliaments and the European parliament, which will be provide better understandings of the Turkish
position in these countries, are some of the expected outcomes. More importantly, second phase of the project will include some studies in order to increase the consciousness of civil society in terms of Turkey’s accession process to the European Union that concerns civil society as much as government.

Priority areas in which specific training needs arise will be determined after September 2006 under the project.

Although main target groups of above mentioned NGO project are members of the parliament, NGOs, media and local government, main target group of this Project which is proposed under the 2006 Programming of Turkey-EU Financial Assistance is the permanent staff of GNAT. Moreover, unlike former project latter aims at strengthening the capacity of the Office for the EU Affairs to EU Harmonization Committee and the permanent Committees.

Finally overlapping activities are removed from this project proposal.

3.6 Lessons learned:

Since no project in this area has been created until now in GNAT, there are no specific conclusions and recommendations, which could be mentioned within this project.

4. Institutional Framework

The General Secretariat of GNAT will be the beneficiary of this project, and will become owner of the project.

A Project Steering Committee will be set up consisting of the Deputy Secretary General of GNAT, External Relations and Protocol, Data Processing Office, Management and Construction as well as representatives of the European Commission, CFCU and member states delivering the twinning inputs.

The contact person in the GNAT is:

Fuat KÜÇÜKAYDIN
Deputy Director of the External Relations and Protocol Department
TBMM,
Ankara, Turkey
Tel: +90 312 420 66 47
Fax: +90 312 420 67 56
E-mail: fkaydin@tbmm.gov.tr
Beneficiary is the General Secretariat of the GNAT.

On the Turkish side the project leader is
Hasan SÖNMEZ
Deputy Secretary General
GNAT
Ankara-Turkey
Phone : +90 312 420 66 73
Fax : +90 312 420 67 74
5. Detailed Budget

<table>
<thead>
<tr>
<th></th>
<th>Phare/Pre-Accession Instrument support</th>
<th>Co-financing</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>National Public Funds (*)</td>
<td>Other Sources (**)</td>
<td></td>
</tr>
<tr>
<td>€</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 2006 - Investment support jointly co funded</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Supply Contract</td>
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<td>39.275</td>
<td>157.100</td>
</tr>
<tr>
<td>Investment support – Sub-total</td>
<td>117.825</td>
<td>39.275</td>
<td>157.100 €</td>
</tr>
<tr>
<td>% of total public funds</td>
<td>max 75 %</td>
<td>min 25 %</td>
<td></td>
</tr>
</tbody>
</table>

Year 2006 Institution Building support

|                      |                                         |              |            |
| Twinning             | €885.000                               |              | 885.000 €  |
| IB support           | €885.000                               |              | 885.000 €  |

Total project 2006 1.002.825 39.275 €1.042.100

(*) contributions form National, Regional, Local, Municipal authorities, FIs loans to public entities, funds from public enterprises

(**) private funds, FIs loans to private entities

1. All investment sub-projects supported by PHARE must receive co-financing from national public funds. Minimum requirement for co-financing from national public funds is 25% of the combined PHARE and national contributions to the overall investment support.

2. Many Institution building projects will also have a degree of co-financing – this should be quantified and included wherever possible.
3. Expenditure related to equipment (regulatory infrastructure or ESC-related) and to Technical Assistance supporting investment (e.g. pre feasibility study / supervision of works / technical specifications) should be considered as Investment support in the project fiche.

4. All co-financing must be provided on a joint basis. Parallel co-financing will, in a principle, not be accepted. Exceptions to this rule have to be agreed with the Commission in advance.

5. All co-financing should be clearly quantified, also the degree of certainty of such co-financing (i.e. for National Public Funds: is it already earmarked in local or national budget, for FIs Loans, private funds: are they already approved/ under appraisal, etc.).
   - Where parallel co financing is accepted and justified per exception to the normal rule it should be provided in monetary form. If this is not possible there should be clear criteria set out for the valuation of any non-monetary contributions (that should be quantified in the table)
   - If twinning is involved, clearly state the expected budget of the twinning covenant
   - 8. The financial engineering of the project should be closely monitored against actual delivery during implementation and against the objectives that were set in the project fiche so that corrective actions may be taken where required.

6. **Implementation Arrangements**

6.1. Implementing Agency

The Central Finance and Contract Unit will be the implementing agency responsible for tendering, contracting and accounting.

The contact details of the CFCU are:
The Central Finance and Contract Unit
Att.: Director Mr. Muhsin Altun (PAO)
Ehlibeyt Mahallesi 6
Sok. No. 18/8
Ekşioğlu İş Merkezi
06520 Balgat/Ankara
Turkey
Phone: +90 312 472 37 00
Fax: +90 312 472 37 44
E-mail: muhsin.altun@cfcu.gov.tr

6.2. Twinning

The IB component will be implemented through a twinning. The overall duration is envisaged to be 15 months with activities to take place during 12 months. The twinning partner(s) will manage all aspects of execution in close cooperation with the Turkish Grand National Assembly.

The twinning partnet(s) will provide a Resident Twinning Advisor (RTA) and also secure a pool of short-term experts, who will be called upon whenever necessary to contribute to the achievement of the mandatory results and especially for the purpose of advisory services and
training according to the work plan that will be prepared as part of the corresponding contract.
The EU Twinning advisors will work together with the staff of the beneficiary institution under the overall direction of the beneficiary institution and the Project Steering Committee.

6.2.1 Member State Input

1. PL (Project Leader):
The PL should be a high ranking official with broad knowledge of all processes in the area of the legislation, who will continue to work at his/her Member State (MS) administration but devote some of his/her time to conceive, supervise and co-ordinate the overall thrust of the Twinning project.

The PL will allocate a minimum of 3 days per month including one visit every 3 months (more for complex projects) to Turkey as long the project lasts.

a) Qualifications:
- Broad long-term knowledge of all processes in the area of legislation and strengthening the administrative capacity that the project is dealing with;
- High-ranking official with ability to call on short term experts in support of the efficient implementation of the project and the full support at senior levels within Turkey;
- Overall appreciation of the problems and solutions in the sector;
- Capable of unblocking any problems at highest level;
- Good leadership skills.

b) Tasks:
- Overall project co-ordination;
- Co-chairing, with the Turkish PL, the regular project implementation steering committee meetings;
- Mobilising short- and medium term experts;
- Executing administrative issues (i.e. signing reports, side letters etc.).

2. RTA (Resident Twinning Advisor)

This project requires a RTA for the management of the project for improving efficiency and speed with which GNAT considers draft legislation complying with EU legislation, based on experience and practices adopted by the parliaments of various EU Member States.

The RTA will work on a day-to-day basis in GNAT and support the coordination of different actions. RTA should be familiar with legislation procedures both in the national parliaments of the Member States and European institutions as well as with methods of law harmonization, techniques and methodologies of legislation.
a) Background of the RTA:

The RTA must be highly qualified in legal affairs and the field of strengthening administration capacity as well as must possess good management skills. Throughout this project she/he will be located at GNAT in Ankara. Experience of working outside of the home country administration would be an advantage.

b) RTA qualifications:

- Minimum of 5 years experience in the legislation process of the home country parliament at managerial/expert etc. level;
- Familiar with legislation and administrative systems in a European Union Member State with particular emphasis on institutional set-up and implementation;
- Preferably a comparative knowledge of other Member States systems;
- Experience in project management;
- Experience in the participation of a legislative process/law drafting;
- Broad international contacts/exposure would be considered an advantage;
- University degree in law or equivalent professional experience in relevant areas;
- Strong written, oral and inter-personal communication skills in English;
- Good communication skills and experience in developing, co-ordinating and conducting training programmes;
- Experience in managing a large team of experts;
- Experience in working in a different cultural environment an advantage.

c) Tasks of the RTA:

- To design a work plan for the implementation of the programme and to assist the process of drawing up the twinning contract;
- Assist in the preparation of all strategic project documents [inception study, sector strategy/policy/plan, quarterly monitoring reports, final project report, training manuals etc.]
- To ensure continuity of implementation through: the execution of the day to day management; working on a daily basis with the GNAT staff to implement the project;
- To ensure that all activities are implemented in a professional way;
- To plan and coordinate outputs;
- To coordinate and organise study visits, training activities, workshops and public awareness activities;
- To ensure proper quality of outputs;
- To provide detailed reports on the impact of the programme.
3. Short-term experts:

a) Experts’ qualifications
Minimum of 3 years professional experience in their respective field.

- Advanced university degree in a relevant subject;
- They should be professionally qualified and have the appropriate experience in the area and subjects that they are selected for.
- Previous experience of working in other cultures and countries will be an advantage.
- Good written and oral command of English (or other community language);
- Proven contractual relation to public administration or mandated body;
- Capacity to integrate into a large expert team;
- Willingness to work in a different cultural environment.

b) Experts’ tasks

- To contribute to the project with specialist knowledge in the area of law enforcement systems and the judiciary;
- To prepare training course modules;
- Delivery of selected training modules to the GNAT;

The Turkish partner will provide adequate human resources to implement the twinning project together with the twinning partner, all the facilities which are necessary for the smooth implementation of the twinning (office, computer, printer, telephone, access to Internet), funds to cover any logistics and travel costs of the Turkish authorities in the context of training or seminars.

The total duration of the project will be 15 months during which time the Resident Twinning Adviser will be seconded to the GNAT.

The Central Finance and Contracts Unit (CFCU) will be responsible for accounting, payments and financial reporting for the twinning contract.

6.3. Non-standard aspects
NA

6.4. Contracts

Twinning: 885.000 Euro
Supply: 157.100 Euro
7. **Implementation Schedule**

The following indicative implementation schedule is estimated:

<table>
<thead>
<tr>
<th>Component</th>
<th>Start of Tendering</th>
<th>Start of Project Activity</th>
<th>Project Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twinning</td>
<td>4Q/06</td>
<td>3Q/07</td>
<td>4Q/08</td>
</tr>
<tr>
<td>Supply of equipment</td>
<td>1Q/07</td>
<td>3Q/07</td>
<td>1Q/08</td>
</tr>
</tbody>
</table>

8. **Equal Opportunity**

Equal opportunity principles and practices in ensuring equitable gender participation in the project will be guaranteed. Male and female participation in the project will be based on EU standards and assured by official announcements published to recruit the necessary staff for the project. The main criteria for recruitment will be qualifications and experience in similar projects, not sex or age. Both men and women will have equal opportunities and salaries.

9. **Environment**

NA.

10. **Rates of return**

NA.

11. **Investment criteria** (applicable to all investments)

NA

12. **Conditionality and sequencing**

The conditionality of the Project for funding is the establishment of the Office for the EU Affairs by June 2007.
ANNEXES

1- Log frame in Standard Format
2- Detailed Implementation Chart
3- Contracting and Disbursement Schedule By Quarter For Full Duration Of Programme
4- Reference list of specifications and cost price schedule
5- Reference list of relevant laws and regulations
6- Related part of 2005 Regular Report on Turkey’s Progress towards Accession
7- Office for the EU Affairs to EU Harmonization Committee
8- Indicative list for supply
**ANNEX 1: Logical framework matrix in standard format**

<table>
<thead>
<tr>
<th>LOGFRAME PLANNING MATRIX FOR Project Fiche</th>
<th>Programme name and number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Contracting period (year 1) expires <strong>November 2008</strong></td>
</tr>
<tr>
<td></td>
<td>Disbursement period (Year 1) expires <strong>November 2009</strong></td>
</tr>
<tr>
<td></td>
<td>Phare € <strong>1.002.825</strong></td>
</tr>
<tr>
<td></td>
<td>1.042.100 €</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall Objective</th>
<th>Objectively Verifiable Indicators</th>
<th>Sources of Verification</th>
<th>Assumptions and Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>To improve the quality of the Turkish legislation concerning harmonization with</td>
<td>Speedier adoption by Turkey of</td>
<td>- Official Gazette</td>
<td>No political obstacles in the harmonization process</td>
</tr>
<tr>
<td>the acquis communautaire</td>
<td>the acquis communautaire.</td>
<td>- Evaluation of the EU Regular Report on Turkey’s progress towards accession</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Evaluation of the progress in the implementation of the Turkish National Programme for</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>the adoption of the Acquis</td>
<td></td>
</tr>
<tr>
<td>Project Purpose</td>
<td>Objectively Verifiable Indicators</td>
<td>Sources of Verification</td>
<td>Assumptions and Risks</td>
</tr>
<tr>
<td>To strengthen the capacity of the Office for the EU Affairs to EU Harmonization</td>
<td>Lessening the repeatedly debated</td>
<td>- Official Gazette</td>
<td>10 experts and expert assistants employed in the Office for the EU Affairs</td>
</tr>
<tr>
<td>Committee and the permanent committees.</td>
<td>Laws in the General Assembly by 30% in 3 years</td>
<td>- Media reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td>More active GNAT on European</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>issues and a leader in the public debate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. The new Office for the EU Affairs is set-up within the GNAT with fully furnished offices and well-trained staff that has necessary equipment and documentation to meet the requirement of the MPs and permanent staff of the Parliament.

2. Better informed and trained members of Standing Committees and MPs with enhanced knowledge on the EU acquis and its drafting procedures, techniques, methodologies and procedures for efficient law adoption.

3. Speedier adoption of the acquis communautaire by the GNAT.

<table>
<thead>
<tr>
<th>Results</th>
<th>Indicators of Achievement for the Results:</th>
<th>Sources of Verification</th>
<th>Assumptions and Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The new Office for the EU Affairs is set-up within the GNAT with</td>
<td>- 10 expert and expert assistant which will be employed in the Office for the EU affairs are trained.</td>
<td>- Human Resources Department Records</td>
<td>Target groups (MPs and Permanent Staff) will work enthusiastically</td>
</tr>
<tr>
<td>fully furnished offices and well-trained staff that has necessary</td>
<td>Experts and MPs in the permanent committees are trained.</td>
<td>- The records of the Department of the Training of the Staff</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>equipment and documentation to meet the requirement of the MPs and</td>
<td>- The legislative framework such as amending rules of procedures and revising EU Harmonization Committee</td>
<td>- Final report of the project</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>permanent staff of the Parliament.</td>
<td>Law is completed.</td>
<td></td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>- Training rounds and study visits are completed.</td>
<td></td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2. Better informed and trained members of Standing Committees and MPS</td>
<td></td>
<td></td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>with enhanced knowledge on the EU acquis and its drafting procedures,</td>
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</tr>
<tr>
<td>techniques, methodologies and procedures for efficient law adoption.</td>
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<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>3. Speedier adoption of the acquis communautaire by the GNAT.</td>
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</tbody>
</table>

Target groups (MPs and Permanent Staff) will work enthusiastically.
<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Assumptions and Risks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Training programs addressing the staff and the MPs of the GNAT on various topics concerning legislative procedures, techniques of law adoption of the member states, on EU acquis etc.</td>
<td>Twinning</td>
<td>- Full commitment of the involved authorities.</td>
</tr>
<tr>
<td>2. Training Seminars on NGOs communication with MPs.</td>
<td>Supply</td>
<td>- Staff will be released for training.</td>
</tr>
<tr>
<td>3. Study visits to different EU member state parliaments and European Parliament to observe the legislative procedures.</td>
<td></td>
<td>- Staff will be able to absorb the training.</td>
</tr>
<tr>
<td>4. Supply of equipment for the new Office of the EU Affairs</td>
<td></td>
<td>- Co financing is provided.</td>
</tr>
</tbody>
</table>

**PRECONDITION**

The Office for EU Affairs to EU Harmonization Committee has been established formally by July 2007 and staff have been assigned to work in the Office.
ANNEX II- Detailed Implementation chart

<table>
<thead>
<tr>
<th>Implementation Chart</th>
<th>2006</th>
<th>2007</th>
<th>2008</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>S</td>
<td>O</td>
<td>N</td>
<td>D</td>
</tr>
<tr>
<td>Twinning</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>C</td>
</tr>
<tr>
<td>Supply</td>
<td>D</td>
<td>D</td>
<td>D</td>
<td>D</td>
</tr>
</tbody>
</table>

| Design               | D    |
| Contracting          | C    |
| Implementation       | I    |
ANNEX III: Contracting and disbursement schedule by quarter for the project

EU Contribution Only:

<table>
<thead>
<tr>
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ANNEX IV : Reference List of feasibility/pre-feasibility studies

Rules of Procedures of GNAT
http://www.tbmm.gov.tr/ictuzuk/ictuzuk.htm

Draft Amendments to Rules of Procedures of GNAT

ANNEX V Reference list of relevant laws and regulations

The Law on EU Harmonization Committee
http://www.tbmm.gov.tr/komisyon/ab/gorev_yetkiler.htm

ANNEX VI Reference list of strategic plans and studies

Not available

ANNEX VII Office for the EU Affairs to EU Harmonization Committee

Office for the EU Affairs will be established within the context of the implementation of the project.

The main responsibilities of the Office for the EU Affairs will be to answer the questions on the EU from the Presidency, the European Union Harmonization Committee, the MPs, officials and public; to prepare information material; to organize conferences, seminars and hearings in which MPs, officials, NGOs, media shall be invited, to publish monthly bulletin and an annual report; and to keep its website updated.

The monthly bulletin will include following subjects;

- The resolutions of the European Council
- General Affairs and external relations of GNAT on EU
- Latest Developments on the EU and EU-Turkey relations
- Progress reports on fulfilment of Turkey’s obligations to the EU
- News about visiting delegations from the EU countries

Sector groups in the Office for the EU Affairs will be divided into three groups in order to better utilize their various areas of competency:

<table>
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<tr>
<th>GROUP I</th>
<th>GROUP II</th>
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<tr>
<td>- The European Council</td>
<td>- Agriculture and Fisheries</td>
<td>- Employment (Social and Labour market policy, health and consumer policy)</td>
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<tr>
<td>- General Affairs, External Relations and CFSP</td>
<td>- The environment</td>
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<td>- Justice and Home Affairs</td>
<td>- Transport,</td>
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The Office for the EU Affairs will prepare notes and background materials for the standing committees and sub-committees of GNAT regarding EU.

Office will coordinate and support the projects to be prepared by Standing Committees or departments of GNAT within TAIEX, EUVP and likewise.

ANNEX VIII

Indicative Lists for Supply

1.Supply for the Office for EU Affairs to EU Harmonization Committee
14 Desks for staff
14 Chairs for staff
1 Server inc. software
14 Computers with programs
connected to internet
3 Think pad
14 Uninterrupted power supply
7 Colour laser printers
1 Plotter
1 Paper Cutter
1 Projection system inc. curtain
1 system for recording
2 Scanner
2 fax machine
2 Copy Machines
with separators
1 meeting table with chairs
for 12 persons
Shelves for documentation
10 Lockers for files

Location of installation: one section in the Building for Staff adjacent to Foreign Relations and Protocol Department with rooms and place for documentation will be located.