Standard Summary Project Fiche

IPA decentralized National programmes

Project number: TR 07 02 01

TWINNING NO: TR 07 IB AG 02

1.1 CRIS Number:
1.2 Title: Plant Passport System and Registration of Operators
1.3 Sector: “Food Safety, veterinary and Phytosanitary policy-Phytosanitary”
1.4 Location: Turkey

Implementing arrangements:

1.5 Implementing Agency:

The Central Finance and Contracts Unit (CFCU) will be Implementing Agency and will be responsible for all procedural aspects of the tendering process, contracting matters and financial management, including payment of project activities. An organigramme of the institutional framework is displayed in Annex III.

The Head of the CFCU will act as Programme Authorizing Officer.

Muhsin ALTUN
PAO,Director
Phone: +90 -312- 295 49 00
Fax: +90 -312- 286 70 72
E-mail: muhsin.altun@cfcu.gov.tr
Address: Eskişehir Yolu 4.Km. 2.Street. (Halkbank Kampüsü) No:63 C-Blok
06580 Söğütözü/Ankara Türkiye

1.6 Beneficiary (including details of SPO):
Beneficiary of the project is the Ministry of Agriculture and Rural Affairs. An organigramme of the institutional framework is displayed in Annex III.

Details of the Senior Programme Officer (SPO) are as follows:

Mr. Abdülmeclit YEŞİL
Head of Department of Plant Quarantine and Seed Services
Tel.: + 90 312 4180521
Fax: + 90 312 4178198
E-mail: mecity@kkgm.gov.tr

1.7 Overall cost: 1,140,000 €
1.8 EU contribution: 1,105,000 €
1.9 Final date for contracting: 2 years after the date of signing the FA
1.10 Final date for execution of contracts: 4 years after the date of signing the FA
1.11 Final date for disbursements: 5 years after the date of signing the FA

2. Overall Objective and Project Purpose

2.1 Overall Objective:
To prepare plant health sector of Turkey for EU accession.

2.2 Project purpose:
A plant passport system is established on pilot plant groups (*Prunus* spp. apricots, peaches, cherry and sour cherry; pokerooot, *Malus* spp., *Pyrus* spp.) that will be expanded to other plant groups as specified in Council Directive 2000/29/EC.

2.3 Link with AP/NPAA / EP/ SAA
2006 Accession Partnership identifies alignment of the veterinary, food safety, and phytosanitary legislation and building up the necessary administrative capacity to implement the veterinary, phytosanitary and food legislation as medium term priorities.

Adoption of a program with regard to transposition of phytosanitary acquis, strengthening of administrative, scientific, and technical structures for implementation of EU acquis in terms of plant protection and strengthening of inspection regulations in local production with regard to import of plant and plant products and food process-industry establishments were specified as well in 2003 AP as short term priority.

Adoption of secondary legislation on plant passport and registration of operators, which falls under the scope of this Project Fiche are emphasized as 2003 NPAA medium term priorities.

NPAA also identifies, in Table 7.3.2 Schedule of Necessary Institutional Changes, two main capacity building measures with direct reference to this project fiche: i) training of MARA staff on plant passports, registration of plant product producers, and surveys, and ii) technical assistance for the determination of the system to be used for plant passport practices and official controls and for the development of a database; development of a database for plant product producers and importers.

2.4 Link with MIPD

Section 2 – Pre-accession assistance strategy for the period 2007-2009 of Multi-annual Indicative Planning Document (MIPD) identifies agriculture, particularly meeting veterinary and phytosanitary norms, as one of the priority areas for support. It further identifies main priorities and objectives on agriculture (including veterinary and phytosanitary issues, as well as the fisheries sector) under IPA Component I.

2.5 Link with National Development Plan (where applicable)

*Not applicable*

2.6 Link with national/ sectoral investment plans (where applicable)
3. Description of project

3.1 Background and justification:

According to the EU requirements the system of plant commodity trade control obliges the registered subjects to, among others, keeping records of quantity, origin and type of plant material put into market, keeping all documentation connected with commodity movement and transactions, cooperation with Plant Health and Seed Inspection Service (PHSIS) and an agreement to carry out phytosanitary controls on their premises by PHSIS inspectors. At the same time, all registered firms are subject to checks conducted by PHSIS including an inspection of plants and control of documentation at least once a year. Plant passports are issued on the basis of the results of these controls and laboratory results. Plant material listed in the annex VA of the EU Council Directive 2000/29/EC and put into market by registered entrepreneurs are to be accompanied by a plant passport. A plant passport may accompany a single plant, bulk container or means of transport depending on the type of material, its destination and form of distribution. The plant passport ensures that plant product to which it is attached complies with phytosanitary and quality requirements homogenous to all EU Member States.

The entrepreneurs producing, marketing or importing of the following plants and plant products are to be subject to an obligatory registration:

- propagation material such as, among others, seeds, cutting, rootstock, grafts, seedlings and plants intended for planting, bulbs, tubers, corms, rhizomes, etc.;
- seed and ware potatoes; citrus fruit and other fruit imported from non-European countries;
- wood of plane tree (*Platanus*), chestnut tree (*Castanea sativa*) and coniferous plants; separated bark of chestnut tree (*Castanea sativa*) and coniferous plants.

A scope of plant material whose producers and traders are subject to registration is listed in the EU Council Directive 2000/29/EC in the annex VA, IVAII (seeds), VB (importers) and in the Commission Directive 93/50/EC.

Turkey does not have an efficient traceability system for plants and plant products other than propagating materials. This is because of the fact that plants cannot be kept under registration. This leads inadequate controls of production places and producer and importer registry records. Only propagating materials, which are issued plant health certificate can be traced in terms of soil analysis, disease and pest controls. It is foreseen that application of plant passport system at the beginning preferably on certain plants as mentioned before, will start following adoption of secondary legislation concerning plant passports. Such a system will make it easier to control and trace propagating materials by Ministry staff. Since a general plant producers’ registration system does not currently exist in Turkey, it would be a better approach to start with on a group of plants and continue with the overall system via a follow up project.

There is no plant passport system in Turkey in line with EU. In EU countries, producers and importers are registered, as plant and plant products traded may have risk in terms of
phytosanitary. Therefore, producers and production places are inspected regularly and issued a plant passport. This system enables reduction of outbreak risk of quarantine organisms, as all plants have plant passport which have all necessary information that ensures tracing back to origin. Turkey has to establish such a system within the framework of EU harmonization. This project will provide technical and institutional support required for establishment of such a system.

In this context, development of EU legislation regarding plant and plant products and efficient improvement of implementing capacity shall be achieved. Strengthening of institutions conducting phytosanitary services by necessary technical trainings and support to improve information and experiences of technical staff working in the institutions shall be obtained. During the pilot phase, the project will cover some of the planting materials listed in the Council Directive 2000/29/EC (point 1.1. of part A of Annex V) and relevant to Turkey; these plants are *Prunus* spp. apricots, peaches, cherry and sour cherry; pomefruit, *Malus* spp., *Pyrus* spp.

### 3.2 Assessment of project impact, catalytic effect, sustainability and cross border impact (where applicable)

The project will assist the beneficiary to draw a strategy to implement plant passport system in Turkey. The project will be implemented for specific commodities, which will be the first step to put the system into force. The experiences of this project will enable MARA to do necessary institutional changes and identify the requirements for the implementation of the system, and then the system will be widened to other commodities.

### 3.3 Results and measurable indicators:

Results expected from this project are:

1. Secondary legislation concerning plant passport system and registration of operators for products covered by the project— is harmonized and effectively enforced.
2. Administrative and technical capacity of GDPC and provincial directorates are strengthened in order to improve the efficacy of plant health controls.
3. The current network system is reinforced to ensure registration of all types of operators.

Indicators of achievements of the above-mentioned results are:

1. Related legislation is put into force by the end of 2009.
2. Approximately 80 operators will have been registered to the system by the end of first year of the project.
3. Twenty-two inspectors will have been trained in Member State by the end of first year of the project according to training of trainers approach.
4. Rest of the thousand inspectors countrywide trained through training of trainers.
5. Regulation(s) and instruction(s) on registration of operators and plant passport system were delivered to all inspectors.
6. Producers, importers, store-owners and operators of specific plants mentioned in Point 2.2 were informed.
7. The format of the plant passport was fixed and published officially.

### 3.4 Activities:
The activities of the project will be carried out by means of a Twinning contract and a supply contract. Legislative alignment will be completed in the first year of the twinning and pilot implementation will be performed in the second year. Registration of operators and issuing of plant passports for four pre-selected plant species in Turkey will be materialized. In order to ensure this, experts will assist in registering and issuing plant passports through vocational training.

1. Twinning to obtain results No. 1 and 2

A 24 months duration Twinning project is envisaged. The activities to be carried out by the counterpart are as follows:

- Assessment of current EU and Turkish legislation on Plant Passport and registration of operators and existing administrative structures to implement these legislation, including recommendations for an extended implementation in the future

- Assistance on drafting of secondary legislation concerning plant passport system and registration of operators for products covered by the project in compliance with the relevant EU legislation.

- Organization of workshops on implementation of legislation concerning plant passport and registration of operators.

- Technical staff working at Plant Protection Departments of Province Directorates are responsible to inspect nurseries for quarantine organisms. Owing to the fact that these staff will be responsible for the implementation of Plant Passport System in future, they will be in the twinning program. So, training of trainers approach will be applied in the project and selected trainers will train other staff.

- Assisting GDPC staff in preparation of an action plan for the establishment of a central plant passport unit.

- Assisting staff of MARA Provincial Directorates on their roles and involvement within the overall system.

- Assisting GDPC to prepare selection criteria and job description for inspectors who will be working for the plant passport unit.

- Study visits for 22 inspectors to a MS on the implementation of plant passport and registration for 12 days (Participants will be selected among inspectors who have experience on nursery and market controls).

- Training of the inspectors who will be issuing the plant passports on the preparation of plant passports.

- Training of stakeholders such as producers, importers and warehouse operators on implementation of plant passport system.

- Workshops for the producers, importers and other interested parties in order to inform them on registration and plant passport systems.

- Assistance to the Supply Contractor in developing software and establishment of database to be used for registration of operators and plant passport system during pilot phase.

2. Supply contract to obtain result No. 3
The current network system will be strengthened by an additional server and a software program, which will then be integrated to the existing farmer registration system. There is no suitable software available in the market, therefore it is expected that the company shall develop/customize the software and also provide the necessary hardware (server, RDBMS and other necessary equipment). The supplier is expected to give training on the use of the software once it has been developed/customized.

### 3.5 Conditionality and sequencing

MARA will ensure that necessary legislation is in place allowing implementation of project. The beneficiary will provide necessary human and material resources for the implementation of the Twinning contract. Tendering procedures will go in parallel for Twinning and Supply components. So, actual registration will start during project.

### 3.6 Linked activities

Previous project “Support to Turkey’s alignment to the EU acquis in the Phytosanitary Sector” was implemented under 2002 financial program. Import and export plant quarantine applications, development of laboratory capacities, pesticide quality and residue control systems and MRL (Maximum Residue Limits) were the components of the project. During the project, plant passport applications were slightly studied related to import. However, there was no detailed study and information on registration of producers, importers and plant passport.

### 3.7 Lessons learned

MARA has implemented “Support to Turkey’s alignment to the EU acquis in the Phytosanitary Sector” Project (TR 0203.06). The basis of phytosanitary issues are established with this project and MARA has the knowledge about the EC phytosanitary legislation and control requirements. This project will be the second step to reinforce the controls in phytosanitary sector that will complement the abovementioned Project. In previous project beneficiary side was inexperienced for EU funded project, however now there is sufficient experience to carry out project. Since it was a big project having 5 components, PAA (pre accession adviser) could not cover many components efficiently, only organized meetings and trips and also reporting. Before starting, project team will be established and will be approved by MARA officially. RTA of this project will have experience on plant passport, so he/she will be directly involved on the implementation of the project. More efficient information exchange system will be established among project team, RTA, MARA and others.

### 4. Indicative Budget (amounts in €)

<table>
<thead>
<tr>
<th>Activities</th>
<th>TOTAL PUBLIC COST</th>
<th>SOURCES OF FUNDING</th>
<th>NATIONAL PUBLIC CONTRIBUTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total</td>
<td>EU CONTRIBUTION</td>
<td>National Public Contribution</td>
</tr>
<tr>
<td></td>
<td></td>
<td>% * IB</td>
<td>% *</td>
</tr>
<tr>
<td>Activity 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Twinning contract</td>
<td>1 000 000</td>
<td>1 000 000</td>
<td>1 000 000</td>
</tr>
<tr>
<td>Activity 2</td>
<td>140 000</td>
<td>105 000</td>
<td>75</td>
</tr>
</tbody>
</table>
** compulsory for INV (minimum of 25 % of total EU + national public contribution): Joint cofinancing (J) co financing (P) per exception
* expressed in % of the Total Public Cost

Co-financing excluding supply is as follows:

- Travel expenses an per diem of Turkish inspectors who will participate in meetings related with the project subjects in Turkey will be afforded by MARA
- Travel expenses of inspectors to MS or between MS will be afforded by MARA
- Adequately equipped office space for the RTA and the RTA assistant for entire duration of their secondment
- Adequate conditions for the STEs to perform their work while on mission to the BC.
- Training and conference venues, costs of catering (if any), as well interpretation equipment.

5. Indicative Implementation Schedule (periods broken down per quarter)

<table>
<thead>
<tr>
<th>Contracts</th>
<th>Start of Tendering</th>
<th>Signature of contract</th>
<th>Contract Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Twinning</td>
<td>October 2007</td>
<td>July 2008</td>
<td>July 2010</td>
</tr>
<tr>
<td>Supply</td>
<td>April 2008</td>
<td>August 2008</td>
<td>January 2009</td>
</tr>
</tbody>
</table>

1. Final payment: Exactly 4 years after the date of signing the FA
2. Completion of activities: Final date is exactly 4 years after the date of signing the FA

All projects should in principle be ready for tendering in the 1ST Quarter following the signature of the FA

6. Cross cutting issues (where applicable)

6.1 Equal Opportunity
Participation in this project will be open to both males and females involved in the sector. Records of professionals’ participation in all project related activities will reflect this and will be kept with the project documentation.

6.2 Environment
*Not applicable*

6.3 Minority and vulnerable groups

According to the Turkish Constitutional System, the word minorities encompasses only groups of persons defined and recognized as such on the basis of multilateral or bilateral instruments to which Turkey is a party.
This project has no negative impact on minority and vulnerable groups. Training programs and workshops will be held in buildings where access to buildings for handicapped people is possible.

ANNEXES

1- Log frame in Standard Format

2- Amounts contracted and Disbursed per Quarter over the full duration of Programme

3- Reference to institutional framework

4- Reference to laws, regulations and strategic documents:
   - Reference list of relevant laws and regulations
   - Reference to AP / NPAA / EP / SAA
   - Reference to MIPD
   - Reference to National Development Plan
   - Reference to national / sector investment plans

5- Details per EU funded contract (*) where applicable:
   - For TA contracts: account of tasks expected from the contractor
   - For twinning covenants: account of tasks expected from the team leader, resident twinning advisor and short term experts
   - For grants schemes: account of components of the schemes
   - For investment contracts: reference list of feasibility study as well as technical specifications and cost price schedule + section to be filled in on investment criteria (**)
   - For works contracts: reference list of feasibility study for the constructing works part of the contract as well as a section on investment criteria (**); account of services to be carried out for the service part of the contract

(*) non standard aspects (in case of derogation to PRAG) also to be specified

(**) section on investment criteria (applicable to all infrastructure contracts and constructing works):
   - Rate of return
• Co-financing
• Compliance with state aids provisions
• Ownership of assets (current and after project completion)
**ANNEX 1: Logical framework matrix in standard format**

<table>
<thead>
<tr>
<th>LOGFRAME PLANNING MATRIX FOR Project Fiche for</th>
<th>Programme name and number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Plant Passport System and Registration of Operators</strong></td>
<td>Contracting period expires 2 years after the date of signing the FA</td>
</tr>
<tr>
<td></td>
<td>Disbursement period expires 5 years after the date of signing the FA</td>
</tr>
<tr>
<td></td>
<td>Total budget : 1,140,000 €</td>
</tr>
<tr>
<td></td>
<td>IPA budget: 1,105,000 €</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall objective</th>
<th>Objective</th>
<th>verifiable indicators</th>
<th>Sources of Verification</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>To prepare plant health sector of Turkey for EU accession</td>
<td>Propagating materials inspected properly and move free from listed harmful organisms (2000/29/EC-Annex-5) until 2013.</td>
<td>- International trade records</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- MARA laboratory test results</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- FVO mission reports</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project purpose</th>
<th>Objective</th>
<th>verifiable indicators</th>
<th>Sources of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>A plant passport system is established on pilot plant groups (<em>Prunus</em> spp. apricots, peaches, cherry; <em>Malus</em> spp., <em>Pyrus</em> spp that will be expanded to other plant groups as specified in Council Directive 2000/29/EC)</td>
<td>Number of producers registered for pilot products. Number of products traced back. Number of inspections carried out. Number of operators.</td>
<td>- Registry data</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Project reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- MARA test results</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Inspector reports of MARA</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Results</th>
<th>Objective</th>
<th>verifiable indicators</th>
<th>Sources of Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Political will to ensure an effective plant health control system is ongoing. Turkey’s commitment to EU accession continues. | | | | |
1. Secondary legislation concerning plant passport system and registration of operators for products covered by the project is harmonized and effectively enforced.

2. Administrative and technical capacity of GDPC and provincial directorates are strengthened in order to improve the efficacy of plant health controls.

3. The current network system is reinforced to ensure registration of all types of operators.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Means</th>
<th>Costs</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Related legislation is put into force by the end of 2009</td>
<td>- Official Gazette</td>
<td>- Training records</td>
<td>Producers are aware of the importance of the system and cooperate with MARA staff.</td>
</tr>
<tr>
<td>- Approximately 80 operators will have been registered by the end of the first year of the project</td>
<td>- Training records</td>
<td>- Project reports</td>
<td></td>
</tr>
<tr>
<td>- 22 inspectors will have been trained by the end of first year of the project.</td>
<td>- Registry data</td>
<td>- Registry data</td>
<td></td>
</tr>
<tr>
<td>- All operators will have been registered to the system by the end of first year of the project.</td>
<td>- Certificates issued</td>
<td>- Certificates issued</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The activities of the project will be carried out by means of a Twinning contract and a supply contract.

1. Twinning to obtain results No. 1 and 2:
A 24 months duration Twinning project is envisaged. The activities to be carried out by the counterpart are as follows:

- Assessment of current EU and Turkish legislation on Plant Passport and Registration of operators and existing administrative structures to implement these legislation, including recommendations for an extended implementation in the future

- Assistance on drafting of secondary legislation concerning plant passport system and registration of operators for products covered by the project in compliance with the relevant EU legislation

- Organization of workshops on implementation of legislation concerning plant passport and registration of operators

- Technical staff working at Plant Protection Departments of Province Directorates are responsible to inspect nurseries for quarantine organisms. Owing to the fact that these staff will be responsible for the implementation of Plant Passport System in future, they will be in the twinning program. So, training of trainers approach will be applied in project and selected trainers will train other staff.

- Assisting GDPC staff in preparation of an action plan for the establishment of a central plant passport system.

<table>
<thead>
<tr>
<th>Means/Inputs:</th>
<th>1,000,000 €</th>
</tr>
</thead>
<tbody>
<tr>
<td>One standard Twinning Contract of 24 months with a resident Twinning Advisor (RTA) from the MS and a package of short term mission and specialist trainings.</td>
<td></td>
</tr>
</tbody>
</table>

Trained 22 inspectors continue to work with MARA.

Stakeholders (producers, store owners, importers) will participate to the workshops.
passport unit

- Assisting staff of MARA Provincial Directorates on their roles and involvement within the overall system.
- Assisting GDPC to prepare selection criteria and job description for inspectors who will be working for the plant passport unit.
- Study visits for 22 inspectors to a MS on the implementation of plant passport and registration for 12 days (Participants will be selected among inspectors who have experience on nursery and market controls).
- Training of the inspectors who will be issuing the plant passports on the preparation of plant passports.
- Training of stakeholders such as producers, importers and warehouse operators on implementation of plant passport system.
- Workshops for the producers, importers and other interested parties in order to inform them on registration and plant passport systems.
- Assistance to the Supply Contractor in developing software and establishment of database to be used for registration of operators and plant passport system during pilot phase.

2. Supply to obtain result No. 3:
The current network system will be strengthened by an additional server and a software program which will then be integrated to the existing farmer registration system. There is no suitable software available in the market,

<table>
<thead>
<tr>
<th>Means/Inputs:</th>
<th>140,000 €</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 supply contract</td>
<td>1</td>
</tr>
</tbody>
</table>
therefore it is expected that the company shall develop/customize the software and also provide the necessary hardware (server, RDBMS and other necessary equipment). The supplier is expected to give training on the use of the software once it has been developed/customized

| Pre conditions | Necessary legislation to implement pilot plant passport and registration systems are in place |  |  |
ANNEX II: amounts (in €) Contracted and disbursed by quarter for the project
(IPA contribution only)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Twinning Contract</td>
<td>1,000,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,000,000</td>
</tr>
<tr>
<td>Supply Contract</td>
<td>105,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>105,000</td>
</tr>
<tr>
<td>Cumulated</td>
<td>1,105,000</td>
<td>1,105,000</td>
<td>1,105,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,105,000</td>
</tr>
<tr>
<td>Twinning Contract</td>
<td>400,000</td>
<td>400,000</td>
<td>400,000</td>
<td>400,000</td>
<td>900,000</td>
<td>900,000</td>
<td>900,000</td>
<td>900,000</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>1,000,000</td>
<td>1,000,000</td>
</tr>
<tr>
<td>Supply Contract</td>
<td>63,000</td>
<td>63,000</td>
<td>63,000</td>
<td>105,000</td>
<td>105,000</td>
<td>105,000</td>
<td>105,000</td>
<td>105,000</td>
<td>105,000</td>
<td>105,000</td>
<td>105,000</td>
<td>105,000</td>
<td>105,000</td>
</tr>
<tr>
<td>Cumulated</td>
<td>463,000</td>
<td>463,000</td>
<td>463,000</td>
<td>505,000</td>
<td>1,005,000</td>
<td>1,005,000</td>
<td>1,005,000</td>
<td>1,005,000</td>
<td>1,105,000</td>
<td>1,105,000</td>
<td>1,105,000</td>
<td>1,105,000</td>
<td>1,105,000</td>
</tr>
</tbody>
</table>

P – Preparation  T – Tendering  C – Contracting  I – Implementation
ANNEX III- REFERENCE TO INSTITUTIONAL FRAMEWORK

The Central Finance and Contracts Unit (CFCU) will be Implementing Agency and will be responsible for all procedural aspects of the tendering process, contracting matters and financial management, including payment of project activities.

Beneficiary institution of the project is the Ministry of Agriculture and Rural Affairs. The technical coordination of the contracts within the Project is the main responsibility of the Beneficiary institution. Plant Quarantine and Seed Certification Unit (PQSC) under GDPC will be responsible department for implementation of project technically. A team has just been established under PQSC to prepare technical specification of supply and TOR of RTA, assistant and language assistant. After technical specification is prepared, it will be sent to CFCU for further process. Experts of MARA will also take part for evaluation of tender and inspection for provisional acceptance. Additionally, monthly reports will be sent to CFCU to inform on the process of the project. For monitoring of project management and activities, the beneficiary will prepare the monitoring reports to be submitted to National Aid Coordinator (NAC). Besides an Independent Interim Evaluation Team contracted by EC will also prepare Interim Evaluation Report for the evaluation of the project management and implementation.

The Steering Committee:

- is the decision-making body for the Twinning. Composed with the participation of project leaders, SPO, RTA, RTA counterpart, representatives of EC Delegation, EUSG, CFCU. It will review all the activities and analyses the achievement of project outputs and objectives. It discusses problems which arise during the implementation of the covenant and makes recommendations.

- monitors the implementation of the project and, if needed, proposes adjustments to the time schedule of the next steps of the project.

- comments on the draft report, which is sent to participants two weeks before each meeting. These comments are taken into account before the official submission of the reports to the EC Delegation.
Figure-1: Institutional Framework in project management

CFCU Administrative Issues

Project Steering Committee

Project Leader

RTA

MARA Main Beneficiary
Turkish Project Leader
RTA Counterpart

GDPC
Plant Quarantine and Seed Certification Unit (PQSC)
Project Beneficiary Institution

Provincial Directorates
(Provinces in which nurseries are produced)

International and local short term experts pool
ANNEX IV - LIST of RELEVANT LEGISLATION

**EU Legislation**
- Council Directive 2000/29/EC of 8 May 2000 on protective measures against the introduction into the Community of organisms harmful to plants or plant products and against their spread within the Community
- Commission Directive 92/105/EEC of 3 December 1992 establishing a degree of standardization for plant passports to be used for the movement of certain plants, plant products or other objects within the Community, and establishing the detailed procedures related to the issuing of such plant passports and the conditions and detailed procedures for their replacement
- Commission Directive 92/90/EEC of 3 November 1993 establishing obligations to which producers and importers of plants, plant products or other objects are subject and establishing details for their registration
- Commission Directive 98/22/EC of 15 April 1998 laying down the minimum conditions for carrying out plant health checks in the Community, an inspection posts other than those at the place of destination, of plants, plant products or other objects coming from third countries

**Turkish Legislation**
- Plant Protection and Plant Quarantine Law No: 6968 of 24 May 1957 laying down international and domestic plant quarantine, plant protection activities and plant protection products.
- Plant Quarantine Regulation published on 02.08.1964-11796 specifying details of international and domestic plant quarantine.
- Communique of 17.08.1995, 22377 on Pests and Diseases subject to Domestic Quarantine listing harmful organisms and related with plant and plant parts.
- Communique 2002/62 of 29.09.2002 on Control of Ralstonia solanacearum specifying survey, laboratory analysis and control measures of the organism.
- Communique 2002/61 of 29.09.2002 on Control of Potato Wart Disease (Synchytrium endobioticum) describing control measures of the disease.
- Communique 2002/60 of 29/09/2002 on Control of Potato Cyst Nematodes (Globodera rostochiensis, Globodera pallida) describing control measures of the organism
## Budget Breakdown Table

### TWINNING

<table>
<thead>
<tr>
<th>BUDGET SUMMARY</th>
<th>Units</th>
<th>Unit cost</th>
<th>Total cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 RTA</td>
<td>24 month</td>
<td>11.420 € /month</td>
<td>274.080 €</td>
</tr>
<tr>
<td>2 RTA Assistant</td>
<td>24 month</td>
<td>2.000 € /month</td>
<td>48.000 €</td>
</tr>
<tr>
<td>3 Language assistant</td>
<td>24 month</td>
<td>2.000 €/month</td>
<td>48.000 €</td>
</tr>
<tr>
<td>4 Project Leadership</td>
<td>70 days</td>
<td>1.200 € /day</td>
<td>84.000 €</td>
</tr>
<tr>
<td>5 Activities (Trainings, workshops, seminars) &amp; STE (4 STE)</td>
<td>240 days (5 men x 48days)</td>
<td>1.700 € /day</td>
<td>408.000 €</td>
</tr>
<tr>
<td>6 Study Visits</td>
<td>264 day (22 men x 12 days)</td>
<td>240 € / day</td>
<td>63.360 €</td>
</tr>
<tr>
<td>7 Operational Costs (Interpretation during meetings and trainings/workshops, Translation of the documents, audit, Training and Extension materials including CDs, pens, papers, published documents, etc...)</td>
<td></td>
<td></td>
<td>62.000 €</td>
</tr>
</tbody>
</table>

Sub-total: 939.440 €

Contingencies: 12.560 €

Total: 1.000.000 €

### Human Resources

1. **Project Leader:**
   Project leader should have experience on phytosanitary, plant health activities and implementation international projects. He/she should also have international experience. He/she will be responsible for overall implementation of the project. Furthermore, project leader will manage financial issues and coordination with RTA and also beneficiary project leader and SPO.

2. **Resident Twinning Advisor (RTA):**
   Resident Twinning Advisor (RTA), who will be residing in Turkey for 24 months, will be responsible for overall management and coordination of project activities. He is expected to carry out the following tasks during his full-time working period:
   - To assist the Turkish experts and short term experts in preparing detailed work programs, to co-ordinate and manage their inputs and outputs, according to the project objectives.
• To supervise the assessment of current EU and Turkish legislation on plant passport and registration of operators and the existing administrative structures to implement these legislation, including recommendations for an extended implementation in the future
• To assist GDPC for drafting of secondary legislation concerning plant passport system and registration of operators for products covered by the project in compliance with the relevant EU legislation,
• Organization of workshops on implementation of legislation concerning plant passport and registration of operators, and on registration and plant passport systems for the producers, importers and other interested parties in order to inform them
• Assist GDPC staff in preparing an action plan for the establishment of a central plant passport unit
• To assist GDPC inspectors who will be working for the plant passport unit,
• To prepare quarterly meetings and project forum meetings.
• To collect, review and comment reports of the short term experts and study visitors.
• To draft the quarterly project reports to be finalised by the project leader.
• To organize training and study visit activities

Qualifications of the RTA (Resident Twinning Advisor) (24 months)
• Relevant knowledge and experience in legislative harmonization on plant health and plant passport system,
• Strong communication facilities, ability to work in different environments with local experts
• Good links and cooperation with EU professionals in Member States.
• Educational and professional background both in the relevant fields (professional experience at least 5 years).
• Fluent English and good computer literacy required.

3. Short Term MS experts:
Short term expert visits will a part of Twinning Project. The short terms experts will be responsible for the execution of the following tasks:

• Assessment of relevant legislation and administrative structures necessary to effectively implement plant passport and registration systems, including recommendations for an extended implementation in the future
• Drafting of secondary legislation concerning plant passport system and registration of operators for products covered by the project in compliance with the relevant EU legislation
• Training of the inspectors that will be issuing the plant passports on the preparation of plant passports,
• Training of the inspectors on Implementation of Plant Passport and registration systems in a MS,
• Training of the inspectors as trainers on control and supervision of operators in a Member State
• Training of stakeholders such as producers, importers and warehouse operators on implementation of plant passport system.
• Workshops for the producers, importers and other interested parties in order to inform them on plant health register and plant passport system.
• Assistance in developing software and establishment of database to be used for registration of operators and plant passport system during pilot phase.

The expert visits to carry out project activities will be organized by the RTA together with the project leader. RTA will provide all relevant documentation and information on the situation in Turkey to the experts and their contribution will be expected. Each expert will write a ‘mission report’ upon completion of his visit to Turkey. This will give a brief appraisal of the situation upon arrival, the work done (developments achieved, meetings attended, people met) during the stay, recommendations for future action including specific tasks to be mandated to the Turkish specialists, and difficulties encountered during the visit.

**Qualifications of Short Term Experts:**

Minimum of 5 years professional experience in the following subject/s:

• Plant passport implementation
• Directly involved in 2000/29/EC implementation
• Experience on diagnosis of harmful organisms
TECHNICAL SPECIFICATIONS OF HARDWARE AND SOFTWARE

Market survey has been made on hardware and software. Hardware is available in the European market and costs for the required equipment vary between 46,700 – 58,000 Euro. Therefore 140,000 Euro including software is considered sufficient for this component.

1. APPLICATION SOFTWARE

Application software will have the following specifications:

1. Application software will be developed in web based software languages.
2. Application software will be browser based and will support W3C standards.
3. Application software will be browser and operating system free.
4. Users will access the application with their roles. Role and user management will be easy to use. New roles will be created by administrator(s) if needed.
5. For graphical representation CSS (cascading style sheets) will be used.
6. Application software will be minimum 3-tier architecture.
7. In the database all deleted records must be kept at a second table and they could be accessible by the users. Also, those records could be restored back to main table when needed.
8. All insert, update and delete transactions will be kept with transaction date & time and user name data, at a log table and this log records will be accessible to administrator by software.
9. All application errors will be inserted into a table with the error code, user name and application query which caused error. Errors will be accessible to the administrator by software.
10. Advanced search (dynamic query) for each part with all related tables and table fields will be provided to users, in the application software.
11. In the application software there will be static reports which will be specified during analysis phase for each section and for all related tables. In addition to this reports, users should be able to design their own reports.
12. Using table names and table field names in Turkish will be preferred and also will be helpful for dynamic report production by the users.
13. All source code and full technical documentation will be delivered.

All documents (analyze reports, UML diagrams etc.) which should be prepared during a
software project development will be delivered.

**Training**
1. End-users will be trained. The training program also the training should consist basic computer skills.
2. Database Administration training for proposed RDBMS and System Administration training for proposed Operating System will be supplied for GDPC IT personnel (3 person). The training will be given by authorized persons on specified topic.
3. Training strategy and training program will be detailed and specified in the tender.

**User Documentation**
The User Documentation for the software program:
1. A detailed manual, describing all functions, all commands and examples. It should serve both the staff operating on the system and for eventual further development.
2. A concise handbook, which will be used by the staff directly involved in the operation of the system. It should describe the commands and their effect should be described in short.
3. The concise handbook should be realized also as a HELP online MENU.
4. List of commands and functions.
5. Dictionary of terms, used in the system and connected to it.
6. Codes and classifiers, used in the system.

**Application Software**
The Plant Passport Registration software must be delivered and installed on the relevant server and shall contain the following:
1. Executable programme (object code/compiled file).
2. Source code well documented.
3. Database Model and all data definitions and dictionaries.
4. Suitable for registration of producers, importers, store owners
5. It will contain city, town, village, GPS data, name, address of producers, name of plant and commodities that produced/stored/imported.
6. List of harmful organisms subject to plant passport system.
7. Inspection schedule for different plants.
8. Pop up menu for Turkish and Latin name of plants

**Satisfactory Implementation of the Project**
1. All necessary data has been captured in the system.
2. All necessary electronic interfaces are operable.
3. All equipment specified in the technical specification has been delivered, installed and tested.
4. The application software is installed, tested and working satisfactorily for all end-users.
5. System is sufficiently reliable regarding the data – archiving, reliable storing archives and protection of data.
6. The system is robust.
7. The necessary training and transfer of knowledge is completed

2. PROJECT REPORTS

The contractor shall submit the following reports:

**Inception Report**

1. Clear definition of the project objectives;
2. Specification of the organization and management of the project – roles and responsibilities of all bodies involved;

   The Inception Report shall further include:

   1. Definition of the management stages of the project and outline the different plans – product plans, activities plan, resource plan, quality plan, etc and specify the decision points;
   2. Specification of project controls – type, tolerances, etc.
   3. The detailed work plan of the technical activities. The expected achievement of the outputs should be clearly identified with milestones.

   The Contractor has to propose effective allocation of resources to achieve specified objectives and specific timetables of the experts should be proposed at this stage.

**Analysis Report**

This report should be produced at the end of the Requirement analysis study. It should include a full review of the user requirements.

**Design Report**

This report should be produced at the end of the system design study. It should include a full view of the designed system.

3. SECURITY & COPYRIGHT

Application software should have a clear, centralized, comprehensive and reliable security policy. The security policy consists of the system of measures and communication solutions that will ensure the performance, reliability and crash-free operation of the systems, as well as the protection of the confidentiality, the trustworthiness and the data integrity.

**Communications**

The communications should guarantee reliability, confidentiality and protection of the data, as well as the real-time exchange of information.

**Data Access**
Access to the application software will only be for authorised users who have been allocated user identifications and passwords. The combination of user id and password identifies the user and determines their access rights within the systems.

In order to carry out an analysis with respect to the specific data, which a specific user has received, each instance of access to the system should be registered. Information concerning the names, the passwords, and the transactions undertaken should be logged. The allocation of user names and passwords itself should be carried out at central level by the System Administrator(s).

Data Security

Counteraction measures against unauthorized intrusion into the operation of the application software should be proposed. The security concept must include administrative, networking, software measures, identification and authentication of the user and reliable recording of each interaction with the system.

Administrative Protection

The access to the premises of servers and communication equipment should be controlled and limited. Access conditions should be established by an administrative order for strict observance. A log should be kept concerning the access to premises with the following information: name, date of entry, time of entry, date of exit, time of exit, type of activity and name of authorizing person.

Software Protection

In order to guarantee the security of the systems against intrusions, all alterations to records in the databases should be logged. If there is a problem with unauthorized access the applications software should register the intrusion and alert the Database Administrator(s).

With a view to control and monitor the modifications in the contents of the databases application software must maintain a log file to store all user activities, date and hour of the modification and all transactions.

Backup

The system must be highly reliable and exclude all risks of data loss. In addition to the reliability of the software and hardware, a backup system must be provided and maintained. The backup information shall be kept on magnetic media. The detailed design must propose the measures with which to ensure the integrity of system data in case of a breakdown of equipment together with the recovery of the operation of the system within one day in case of physical destruction of server equipment. Backup plan shall be explained in detail in the tender dossier.

Reliability
The system should be developed and operate in a highly effective environment with high reliability which insures the normal technological process, gives tools for information backup and recovering from failures without information loss and technological waste. The database management system should realise transaction servicing of the requests and manage simultaneous processes thus achieving logical and physical integrity of the data during multi-user processing.

Copyright

The copyright of all prepared software written under the condition of the Technical Specifications shall be vested in perpetuity ultimately to the beneficiary. No other copyright authorship shall be entertained.

4. DETAILED HARDWARE SPECIFICATIONS

Warranty Services

Apart from the warranty to be provided by the Contractor, all the equipment must have at least 2 years of manufacturer warranty.

Power Requirements

All hardware must operate on 220 V  20 V, 50 Hz  0.5 Hz, power supply and be suitable for direct connection to the standard power outlets in Turkey.

Service and Maintenance

A detailed Maintenance Plan during the warranty period shall be submitted with proposal and updated after the design of the application system.

How the anticipated and guaranteed response times for hardware engineering support, etc. will be accomplished.

The preventative hardware maintenance and software update schedule.

A list of the spare parts and replacements units which are expected to be held.

Updates to both code and documentation of all software in a timely manner. There should be a response within 24 hours of being informed officially of an error in the application software within the contractual period, and effective repair of the fault should be within two weeks of notification (maximum).

If software needs to be added new modules within contracting and warranty period and/or new reports and support services are needed, the firm shall be responsible for fulfilling all of these requirements.

Anti-virus Software

It is essential that all the new servers and workstations specified in the tender be adequately protected against viruses. The Contractor should provide any updates for at least the first year as part of the contract.

Software and Licenses

It is required that all software is purchased outright. The Tenderer should include within the quotation the indication of the nature of the license, i.e. per machine, site license (per location), for "n" users, per network etc.
All software such as operating system, database and application software etc. on which software will run must be licensed on the behalf of General Directorate of Protection and Control, GDPC.

SERVER (Indicative specifications. For compatibility purposes, these specifications might change according to the software which will be developed):

4.1 Application And Database Server (Quantity: 1)

<table>
<thead>
<tr>
<th>PARAMETER</th>
<th>MINIMUM REQUIRED CHARACTERISTICS</th>
</tr>
</thead>
</table>
| PROCESSOR                  | • 2 processors with x86 64Bit architecture or equivalent and 8 MB cache per processor with at least 2000 MHz  
• Must be in quad core architecture |
| RAM                        | 16 GB ECC, buffered, configured for highest performance, must be upgradeable to 32 GB             |
| SYSTEM BUS                 | Over 1000 MHz                                                                                   |
| INTERNAL HARD DISK UNITS   | 8x SAS, 146 GB, 15K rpm, hot-swappable, 3Gb/s                                                   |
| RAID CONTROLLER            | Integrated RAID storage controller, 512 MB Battery Backed-up Cache, RAID 1, 0+1,5,6 support      
Must be connected to all 8 SAS disks                                      |
| PCI SLOT                   | 4 empty 64-bit PCI Slot must be present at final configuration of the server                     |
| REMOTE MANAGEMENT          | • A Remote management hardware on the server must be offered to manage the server remotely over LAN/WAN with SSL (Secure-socket-layer) functionality.  
• It must be possible to reboot the server even it is hung and to monitor boot screen and environmental conditions of the server.  
• Remote Desktop Management / Remote Console access must be provided by hardware  
• Virtual Media must be supported in Remote Console so that local media drive (DVD) must be able to act like remote server’s drive |
<p>| LEGACY PORTS               | USB 2.0 interface, video, mouse, keyboard                                                        |
| NETWORK CONTROLLER         | NIC: 2x10/100/1000 Ethernet Adapter                                                              |
| DVD-WRITER                 | Internal, 8x DVD-RW                                                                               |
| FDD DRIVE                  | Internal 1.44 MB 3.5”                                                                            |
| HBA                        | Host Bus Adapter (HBA): 2 HBA must be installed on the server.                                    |</p>
<table>
<thead>
<tr>
<th><strong>FANS</strong></th>
<th>Minimum two Redundant, Hot Plug</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>POWER SUPPLY</strong></td>
<td>Redundant, Hot-Swap (The Contractor should offer the system with all of power supply bays to be loaded with suitable power supplies.)</td>
</tr>
<tr>
<td><strong>RACK</strong></td>
<td>Must be delivered as mounted on IBM Rack cabinets residing GDPC IT department System Room. All necessary and rack mounting kits from server vendor must be included without any additional charge.</td>
</tr>
</tbody>
</table>
| **OPERATING SYSTEM**| 1. Windows 2003 R2 Enterprise Edition Server 64bit or equivalent in terms of functionality must be installed and configured.  
2. Proposed server must support current versions of the following operating systems: Redhat Linux, Suse Linux, Microsoft 2003 |
| **APPLICATION SOFTWARE** | Database software must be installed and configured so that database data and log files must be able to run on both external and internal storage system |

### 4.2 Backup System

<table>
<thead>
<tr>
<th><strong>AUTOLOADER TAPE LIBRARY</strong></th>
<th>One External Backup System including single drive and 8 cartridge capacity autoloader tape library with SCSI U320 interface must be provided with its required subcomponents as a Backup System primarily for the proposed Database server.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BACKUP SOFTWARE</strong></td>
<td>A backup software must be provided which is fully compatible and seamlessly integrated with proposed Backup System and is capable of backing up files at proposed servers.</td>
</tr>
<tr>
<td><strong>TAPE DRIVE OF AUTOLOADER TAPE LIBRARY</strong></td>
<td>LTO 3 with SCSI U320 interface must be provided</td>
</tr>
<tr>
<td><strong>CONNECTION</strong></td>
<td>Backup System must be connected to the proposed server with SCSI U320 interface and cable</td>
</tr>
<tr>
<td><strong>MEDIA SUPPORT</strong></td>
<td>Backup System must support LTO 3 media with 400/800 uncompressed/compressed capacity</td>
</tr>
<tr>
<td><strong>CARTRIDGES</strong></td>
<td>20 LTO -3 cartridges with 400/800 uncompressed/compressed</td>
</tr>
<tr>
<td><strong>CLEANING CARTRIDGE</strong></td>
<td>capacity and fully compatible with the tape drive must be provided</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td><strong>RACK</strong></td>
<td>Should be rack mountable.</td>
</tr>
<tr>
<td><strong>OPERATING SYSTEMS</strong></td>
<td>Backup System must support 2003 server and Linux. Proposed Backup System and its subcomponents must be compatible with proposed server operating systems.</td>
</tr>
<tr>
<td><strong>ANTIVIRUS SOFTWARE</strong></td>
<td>Anti-virus software, that will provide virus checking on the internet server machine for the files and incoming and outgoing e-mail messages (licence and installation CD-ROM)</td>
</tr>
<tr>
<td></td>
<td>Should have server management software which is branded as server.</td>
</tr>
<tr>
<td></td>
<td>All software will be Turkish or English versions with Turkish language support.</td>
</tr>
<tr>
<td></td>
<td>Throughout the license agreement, Contractor should supply the new version updates of aforementioned software without any charge till the end of warranty period.</td>
</tr>
<tr>
<td><strong>WARRANTY REQUIREMENTS</strong></td>
<td>The system should have at least 2 years full guarantee after the date of provisional acceptance.</td>
</tr>
<tr>
<td></td>
<td>A statement from the Contractor to the effect that, during warranty period, he shall provide free of charge to the end users new versions of BIOS, firmware and drivers – if applicable.</td>
</tr>
<tr>
<td><strong>CERTIFICATE</strong></td>
<td>The offered product should bear a CE marking symbolising conformity with all applicable Community provisions and directives.</td>
</tr>
<tr>
<td></td>
<td>The Manufacturer must be ISO 9000:2000 certified</td>
</tr>
<tr>
<td><strong>MANUALS</strong></td>
<td>User manual in English and/or Turkish for each computer set</td>
</tr>
</tbody>
</table>

### 4.3. KVM Switch and Rack Mountable Console

1. Rack console with 17” color monitor and Q keyboard and mouse.
2. Console switch 8 ports + assembly

### 4.4. Relational Database Management System (RDBMS)

1. A database management system must be proposed as Database Software (RDBMS).
Proposed database management system must be based on relational architecture.

2. RDBMS must be proposed with suitable license to be installed on the proposed Database Server utilizing all of the installed processors.

3. Proposed RDBMS must be fully compatible with the operating system of the Database Server.

4. All patches, bug-fixes and service packs (if available) for successful and secure operation of the proposed RDBMS must be provided free of charge for at least two years following the final acceptance this tender.

5. Proposed RDBMS must have 64-bit support on the offered platform.

6. Proposed RDBMS should not limit the size of the database to be created.

7. Proposed RDBMS must support concurrent multi-user access.

8. Proposed RDBMS must %100 be compatible with internet/intranet platforms.

9. Proposed RDBMS must support ISO 8859-9 and/or TS 5881 (Turkish) character sets.

10. It must be possible to use Turkish collation sequences during sort and comparison operations without any programming.

11. Proposed RDBMS must support a console interface and remote administration utility for administration, maintenance, backup/recovery, monitoring and tuning.

12. Proposed RDBMS must support complete and incremental backup/recovery. Backup functionality must support online operation so that it must support backup while RDBMS and database being backed-up is running.

13. Proposed RDBMS must be ANSI compliant with SQL.

14. Proposed RDBMS must support automatic recovery in case of a transaction or system failure.

15. Proposed RDBMS must provide an audit mechanism. Proposed RDBMS must support permissions assigned to database objects based on users, groups and roles.

16. Proposed RDBMS must have C2 level security certification for current or previous versions on the proposed platform.

17. Proposed RDBMS must provide encryption for the data sent between the client and server.


20. Proposed RDBMS must be certified for the proposed server by the database vendor.

21. Proposed RDBMS must support OLAP (Online Analytical Processing) and Data Mining
for future upgr

**Material Resources**

The BC commits itself to cover the costs of the following provisions:
- Adequately equipped office space for the RTA and the RTA assistant for the entire duration of their secondment.
- Adequate conditions for the STEs to perform their work while on mission to the BC.
- Training and conference venues, costs of catering (if any), as well as presentation and interpretation equipment.
- Costs for travel by BC participants from their capitals to a MS

BC=Beneficiary Country
MS= Member State

Plane ticket for 22 inspectors to MS : 11.000 €
Per diems in BC : 7.000 €
Travel expenses in BC : 4.000 €
Incidental costs in BC : 5.000 €