

STANDARD SUMMARY PROJECT FICHE

Neighbourhood Programme BG-SCG

1. Basic information

1.1. CRIS number: 2004/016-785.01.03

1.2. Title: TECHNICAL ASSISTANCE FOR THE IMPLEMENTATION OF THE NEIGHBOURHOOD PROGRAMME BETWEEN BULGARIA AND SERBIA & MONTENEGRO

1.3. Sector: Regional Development/CBC

1.4. Location: Cross-border region between Bulgaria – Serbia and Montenegro

2. Objectives

2.1. Overall Objectives:

Support to NP implementation and the achievement of its objectives and priorities

2.2. Project purpose

Smooth administration of the NP between Bulgaria and Serbia & Montenegro

2.3. Accession Partnership (AP) and NPAA priority

N/A

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

N/A

2.5. Cross-border impact

In the framework of this Neighbourhood Programme one horizontal measure for technical assistance will support Programme implementation and the achievement of its objectives and priorities.

Technical assistance will be used to ensure efficient, effective and transparent management and implementation of the Neighbourhood Programme. The smooth administration of the programme, that joins funds from two different EC sources – Phare CBC and Cards - and national co-financing, strictly depends on the capacity in management and in properly dealing with procedures in order to prevent and avoid bottlenecks. Hence, a percentage of the available resources shall be envisaged for the efficient implementation of the whole programme.

Technical assistance is broadly divided into two categories:

➤ **PROGRAMME MANAGEMENT AND IMPLEMENTATION**

➤ **PROJECTS' PREPARATION, PROGRAMME PUBLICITY AND EVALUATION.**

3. Description

3.1. Background and justification

This Joint Programming Document (JPD) is the basis for the Neighbourhood Programme of the border area between the Republic of Bulgaria and the State Union of Serbia and Montenegro. As such, the JPD lays the basis for implementing funds both from the EU Phare CBC programme (for Bulgaria) and from the EU CARDS programme (for Serbia and Montenegro).

The programme is structured into two main priority axes, supplemented by an additional one for the enhancement of local people to people actions. The NP strategy has in addition a ***horizontal measure for technical assistance at programme level***.

The management structures for this NP include (i) the national authorities responsible for Programme co-ordination (Implementing Agency in Bulgaria, and Programme Co-ordination and Management Unit in Serbia and Montenegro), a Joint Co-operation Committee and a Joint Steering Committee, assisted by a Joint Technical Secretariat.

The Neighbourhood Programme will operate through an Implementing Agency (fulfilling the role of Contracting Authority) for the Phare CBC component (in Bulgaria) and a Programme Co-ordination and Management Unit (PCMU) for the CARDS component (in Serbia and Montenegro), while the Contracting Authority will be the European Agency for Reconstruction (EAR) in Serbia and Montenegro.

The Technical Assistance funds will contribute to cover the administrative costs for programme's management and implementation.

Inter alia, the operational costs of the Joint Technical Secretariat are co-financed under the programme's Technical Assistance budget provided they comply with the list of tasks eligible for co-financing in the relevant EU regulations. Job descriptions of the JTS members, as well as detailed Rules of Procedures for JTS will be developed together by the concerned national authorities.

3.2. Sectoral rationale

N/A

3.3. Results

Financial support provided under the TA the following results:

- ⇒ Smooth operation of the JTS through,
- ⇒ Sufficient number of staff employed within the JTS, trained and operational capable to manage the tasks prescribed in the JPD,
- ⇒ Timely management of all Programme related meetings,
- ⇒ JTS staff sufficiently trained as to assist JCC, JSC, IA/PCMU in performing NP implementation
- ⇒ Increase awareness and information among the local beneficiaries, as well as suitably promoting programme's results achieved and aims pursued.

3.4. Activities

Eligible actions within the framework of the JPD horizontal measure are, as an indication, the following ones:

- ➔ Ensuring the functioning of the JTS by covering its operational costs
- ➔ Ensuring the management, implementation, monitoring and control of the Programme
- ➔ Providing Technical Assistance to assist potential applicants in project preparation
- ➔ Providing technical assistance for evaluations, audits, seminars, information, publicity concerning the Programme

Detailed breakdown of costs is to be included in the grant contract to be signed between the EC Delegation in Sofia and the IA-CBC at the Ministry for Regional Development and Public Works.

3.5. Linked activities

N/A

3.6. Lessons learned

The project is a direct product of lessons learned from previous Phare programmes, that is to say the necessity to develop sufficient and adequate planning and preparatory activities to anticipate and minimise problems in the implementation phase.

4. Institutional Framework

On the Bulgarian side, the responsibilities for Phare-CBC Programme are laid down with the Implementing Agency Phare – ESC/ CBC at the **Ministry of Regional Development and Public Works**. It will be acting as a Contracting Authority with the overall responsibility for the programme implementation, as well as administrative, technical and financial management of the single projects. The MRDPW will ensure necessary human resources for the technical management of the Grant Scheme.

On the Serbian side, the responsibilities on the day-to-day tasks lay down with PCMU at the **Ministry for International Economic Reactions** (MIER), while the **European Agency for Reconstruction (EAR)** will act as Contracting Authority.

The Joint Technical Secretariat, to be established in the framework of the JPD, will assist the Bulgarian IA and the Serbian PMCU in the implementation of the NP.

5. Detailed budget

Year 2004	Phare Support			National Co-financing*	IFI	TOTAL
	Investment Support	IB	Total Phare (=I+IB)			
Grant Contract		€ 120,000	€ 120,000			€ 120,000
TOTAL		€ 120,000	€ 120,000			€ 120,000

A percentage of CARDS allocations will be used for financing technical Assistance on the Serbian side of the border.

Year 2004	CARDS SUPPORT				National Co-financing	IFI	TOTAL
	Investment Support	IB	<i>National CARDS*</i>	Total CARDS (=I+IB)			
Grant Contract		€ 50,000	€ 50,000	€ 100,000			€ 100,000
TOTAL		€ 50,000	€ 50,000	€ 100,000			€ 100,000

* Stated funds are tentative allocation of Serbian national CARDS budget for year 2004 – expenditure is possible in 2004 and 2005

6. Implementation Arrangements

6.1. Implementing Agency

Bulgaria

The Implementing Agency will be the Ministry of Regional Development and Public Works:

Implementing Agency:

Ministry of Regional Development and Public Works

Address: 17-19 Cyril and Methodius St. 1202 Sofia

Director: Tzvetomira Lacheva – Deputy PAO

Contact Person: Silvia Teneva, acting Head of Phare CBC Department

Phone: +359 2 9405-280, +359 2 9405-377

Fax: +359 2 987 0737

E-mail: steneva@mrrb.government.bg

The PF will be implemented (at least for the Phare component) through a grant contract signed between the EC Delegation in Sofia and the BG IA. TA funds will be transferred to the BG IA, which will be responsible for using them for the purposes detailed in the PF and the Grant contract.

Serbia & Montenegro

Programme Co-ordination and Management Unit

Government of the Republic of Serbia

Ministry of International Economic Relations

Assistant Minister: Gordana Lazarevic

Contact persons: Sanda Simic, Mirjana Jelic

Address: Gracanicka 8, 11000 Belgrade

Phone: +381-11-3346-112, +381-11-3346-591

Fax: +381-11-3346-844

E-mail: sanda@mier.sr.gov.yu, mimi@mier.sr.gov.yu

Contracting Authority

European Agency for Reconstruction

Local Government and Regional Development Programme

Programme manager: Wout Soer

Contact person: Danka Bogetic
Phone: +381-11-30-26-618
Fax: +381-11-30-23-455
E-mail: wout.soer@ear.eu.int

6.2. Twinning

N/A

6.3. Non-standard aspects

"The Practical Guide to Contract Procedures financed from the General Budget for the European Communities in the context of external actions" will be strictly followed.

6.4. Contract

A grant contract will be signed with the MRDPW, which will manage the funds and report ex-post to the EC Delegation in Sofia every year.

7. Implementation Schedule

7.1 Start of contracting

November 2004

7.2 Start of project activity

November 2004

7.3 Project completion

November 2005

8. Equal Opportunity

N/A

9. ENVIRONMENT

N/A

10. RATES OF RETURN

N/A

11. INVESTMENT CRITERIA

N/A

12. CONDITIONALITY AND SEQUENCING

The project will start after signing of the Financial Memorandum between Bulgaria and the European Union for 2004.

Annexes to Project Fiche:

1. Logical Framework in standard format
2. Detailed implementation chart
3. Contracting and disbursement schedule

Annex 1

LOGFRAME PLANNING MATRIX FOR Project Title: TECHNICAL ASSISTANCE FOR IMPLEMENTATION OF NEIGHBOURHOOD PROGRAMME BETWEEN BULGARIA AND SERBIA & MONTENEGRO		Programme name and number	
		Contracting period expires	Disbursement period expires
		Total budget: € 120,000	Phare budget: € 120,000
Overall objectives	Objectively verifiable indicators	Sources of Verification	
Support to NP implementation and the achievement of its objectives and priorities	<ul style="list-style-type: none"> Positive assessment on the NP implementation and the structures involved in it 	<ul style="list-style-type: none"> Implementing Agency reports Independent evaluations 	
Project purpose	Objectively verifiable indicators	Sources of Verification	Assumptions
Smooth administration of the NP between Bulgaria and Serbia & Montenegro	<ul style="list-style-type: none"> Number and type of projects successfully carried out – average 25 	<ul style="list-style-type: none"> Monitoring Reports Progress Reports 	<ul style="list-style-type: none">
Results	Objectively verifiable indicators	Sources of Verification	Assumptions
<ul style="list-style-type: none"> ⇒ Smooth operation of the JTS through, ⇒ Sufficient number of staff employed within the JTS, trained and operational capable to manage the tasks prescribed in the JPD, ⇒ Timely management of all Programme related meetings, ⇒ JTS staff sufficiently trained as to assist JCC, JSC, IA/PCMU in performing NP implementation ⇒ Increase awareness and information among the local beneficiaries, as well as suitably promoting programme's results achieved and aims pursued. 	<ul style="list-style-type: none"> Sufficient number of staff employed and trained – at least 3 A regional office set up and operational from November 2004 A branch office in Serbia is set up (optional) Number of signed grant contracts under FM 2004 – average 24 Successfully implemented projects under FM 2004 – average 20 Successful launch of Call for Proposals – 2 as per the FM Promotion and information campaigns timely launched – at least 2 	<ul style="list-style-type: none"> Monitoring and evaluation reports 	<ul style="list-style-type: none">
Activities	Means		Assumptions
<ul style="list-style-type: none"> ⇒ Expenditure relating to the JTS ⇒ Expenditure relating to the management, implementation, monitoring and control of the Programme ⇒ Expenditure for assisting potential applicants in project preparation ⇒ Expenditure relating to evaluations, audits, seminars, information, publicity concerning the Programme 	The PF will be implemented (at least for the Phare component) through a grant contract signed between the EC Delegation in Sofia and the BG IA. TA funds will be transferred to the BG IA, which will be responsible for using them for the purposes detailed in the PF and the Grant contract.		<ul style="list-style-type: none">
			Preconditions

ANNEX 2 IMPLEMENTATION CHART

Project title:

TECHNICAL ASSISTANCE FOR IMPLEMENTATION OF NEIGHBOURHOOD PROGRAMME BETWEEN BULGARIA AND SERBIA & MONTENEGRO

ACTIVITIES	2004												2005												2006															
	1	2	3	4	5	6	7	8	9	#	#	#	1	2	3	4	5	6	7	8	9	#	#	#	1	2	3	4	5	6	7	8	9	#	#	#	1	2	3	
Preparing grant contract																																								
Signing grant contract																																								
Implementation																																								

ANNEX 3

CONTRACTING AND DISBURSEMENT SCHEDULE BY QUARTER

Project title:

TECHNICAL ASSISTANCE FOR IMPLEMENTATION OF NEIGHBOURHOOD PROGRAMME BETWEEN BULGARIA AND SERBIA & MONTENEGRO

CONTRACTING	2004				2005				2006				Total
	I	II	III	IV	I	II	III	IV	I	II	III	IV	
TA				0,120	0,120	0,120	0,120	0,120	0,120	0,120	0,120	0,120	1,200
DISBURSEMENT	Cumulative disbursement schedule by quarter in € m (provisional)												
	2004				2005				2006				Total
	I	II	III	IV	I	II	III	IV	I	II	III	IV	
TA				0,060	0,060	0,060	0,090	0,090	0,090	1,200	1,200	1,200	1,200