

Project Title	Training staff on IACS procedures
Cris Decision number	2011/022-985
Project no.	TR2011/0311.25
MIPD Sector Code	Agriculture and Rural Development
ELARG Statistical code	11
DAC Sector code	16062
Total cost (VAT excluded)¹	1 500 000 EUR
EU contribution	1 350 000 EUR
EU Delegation in charge/Responsible Unit	EU Delegation in Ankara
Management mode	Decentralised: The 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. The director of the CFCU will act as Programme Authorizing Officer (PAO) of the project. Mr. Muhsin ALTUN (PAO-CFCU Director) Central Finance and Contracts Unit Tel: +90 312 295 49 00 Fax: +90 312 286 70 72 E-mail: pao@cfcu.gov.tr Address: Eskişehir Yolu 4.Km. 2.cad. (Halkbank Kampüsü) No:63 C-Blok 06580 Söğütözü/Ankara TURKEY
Implementing modality	Project
Project implementation type	Grant
Zone Benefiting from the action	Turkey

1. Basic Information

1.1 CRIS Number: TR2011/0311.25

1.2 Title: Training staff on IACS procedures

1.3 Sector: Agriculture and Rural Development

¹ The total project cost should be net of VAT and/or of other taxes. Should this not be the case, clearly indicate the amount of VAT and the reasons why it is considered eligible.

1.4 Location: Turkey

Implementing arrangements:

1.5 Implementing Agency

The Central Finance and Contracts Unit (CFCU) will be the Implementing Agency and will be responsible for all procedural aspects of the tendering process, contracting matters and financial management, including payment of project activities. The Director of the CFCU will act as Programme Authorizing Officer (PAO) of the project. The contact details of the CFCU Director are given below:

Mr.Muhsin ALTUN (PAO- CFCU Director)

Central Finance and Contracts Unit

Tel: + 90 312 295 49 00

Fax: + 90 312 286 70 72

E-mail: muhsin.altun@cfcu.gov.tr

Address: EskişehirYolu 4. Km. 2.Cad. (HalkbankKampüsü) No: 63 C-Blok 06520
Söğütözü/Ankara TURKEY

1.6 Beneficiary

Geographical Information System Department (GISD) under General Directorate of Agricultural Reform (GDAR) of the Ministry of Food, Agriculture and Livestock(MoFAL) is the Beneficiary of the Project. GDAR is responsible for the technical implementation of the project.

The Contact points at MoFAL are as follows:

Gürsel KÜSEK (Ph.D) (SPO- General Director of GDAR)

Ministry of Food Agriculture and Livestock

Tel.: +90-312-2588009

Fax: +90-312-2588060

E-mail: gkusek2000@gmail.com

Address: Gıda Tarım ve Hayvancılık Bakanlığı Tarım Reformu Genel Müdürlüğü Eskişehir
Yolu 9. Km. 06100 Lodumlu/Ankara TURKEY

Hakan ERDEN (Ph.D)

MoFAL Coordinator

Head of GIS Department

Tel.: 90-312-2587800 /90-312-2587801

E-mail: herden45@yahoo.com

Address: Coğrafi Bilgi Sistemleri Daire Başkanlığı, Tarım Reformu Genel Müdürlüğü
Gıda Tarım ve Hayvancılık Bakanlığı Eskişehir Yolu 9. Km. 06100 Lodumlu/Ankara
TURKEY

1.7 Overall cost 1 500 000 EURO

1.8 EU contribution: 1 350 000 EURO

1.9 Final date for contracting: 2 years after the signature of the Financing Agreement

1.10 Final date for execution of contracts: 2 years following the end date for contracting

1.11 Final date for disbursements: 1 year after the end date for the execution of contracts

2. Overall Objectives and Project purpose

2.1 Overall Objective:

To improve the readiness of Turkey for future implementation of the Common Agricultural Policy (CAP).

2.2 Project Purpose:

To establish the capacity of MoFAL for future implementation of Integrated Administration and Control System (IACS) and use of Land Parcel Identification System (LPIS).

2.3. Link with Accession Partnership (AP)/Progress Report and National Program on the Adoption of the Acquis (NPAA) priority

2.3.1 Link with 2003 Accession Partnership

Agriculture

In the medium term:

Set up IACS and the administrative structures required for the implementation of support measures in line with the EU CAP

2.3.2 Link with 2008 Accession Partnership as defined in Council Decision no. 2008/157/EC of 18 February 2008

Medium term priority for Chapter 11: Agriculture and rural development, read as:

- i. continue developing the system of land identification and the National Farmer Registration System to prepare for controls on agricultural land

2.3.3 Link to latest Progress Report 2011

Chapter 11: Agriculture

Progress on **horizontal issues** has been limited to preparations for the integrated administration and control system (IACS), a key element for the accession negotiations in this chapter. The strategy for a land parcel identification system (LPIS) and farmer registration system has been adopted by the Turkish authorities.

2.3.4 Link with National Program on the Adoption of the Acquis (NPAA), 2008

Basis for future planned LPIS work aimed to be implemented by this project fiche; is part of National Programme of Turkey for the Adoption of the EU Acquis published in Official Gazette dated 31 December 2008.

Chapter 11- Agriculture and Rural Development

Priority 11.2 Continuing developing the system of land identification and the National Farmer Registration System to prepare for controls on agricultural land proposes adoption of 3 Turkish legislation, for establishing IACS and LPIS, restructuring of the administration and introduction of payment schemes in line with EU legislation;

Hence establishment of IACS system including all elements consist of the following project steps;

- i. Establishment of LPIS database
- ii. Identification of the principles regarding the cross-compliance rules and checking the compliance with these rules.
- iii. Development of the Paying Agency part for single payment scheme (SPS) using IACS Managing the payment system through IACS by establishing a unit within the Paying Agency (Differently from the software element under Training (item v) fiche (customisation of existing TIDS-Turkish IACS Demonstration SW for training purposes); this project aims to generate **fully operating** SW including **all required modules** of IACS/LPIS and HW/network/server requirement for IACS Implementation Unit and clients will be covered with this project)
- iv. **Training of the staff of MoFAL on IACS, LPIS** , risk management and on-the-spot checks
- v. Establishing a permanent crop register
- vi. Maintenance and development of IACS software (Differently from the software element under Training (item v) fiche; this project aims to **implement all modules** of full IACS SW completed by SPS Project (item iii) and **develop the criteria for maintenance, innovation and enhancement** of the HW/SW systems **for several years** in order to reduce the risk of IACS / LPIS software handicaps, to integrate surrounding software, to be prepared to cope with the mass data management and support systems in an efficient way)
- vii. Recruitment of personnel to the management unit that will operate as IACS administrative unit

2.4. Link with Multi-annual Indicative Planning Document (MIPD):

Section 3.7.3 of the latest MIPD's "Sector Objectives for EU support over the three years" defines the first objective as "*to facilitate the preparation of the Beneficiary Country for the future implementation of the Common Agricultural Policy (CAP) and related policies respecting the relevant EU standards and thereby ensuring a smooth integration into the Single Market; this will be achieved by assisting the Beneficiary Country with getting ready to effectively implement EU rural development programmes as well as other CAP related expenditures upon accession, including the setting-up of systems for management and control of financial expenditures and agricultural information systems.*" Since the project aims at establishing the capacity for implementation of IACS/LPIS, the systems used to *control financial expenditures*, the project will directly serve this objective.

The same section describes the type of indicators to measure developments towards these objectives. One of these indicators is "Developed activities related to the future implementation of an Integrated Administration and Control System (IACS) and use Land Parcel Identification System (LPIS)" which serves the purpose of the project.

2.5. Link with National Development Plan (NDP)

The project will contribute to the achievement of the particularly 3 main objectives, among others, defined in Section 7 (namely Main Objectives: Development Axis) of National Development Plan (2007-2013). These are:

- Problems related to the quality and quantity of agricultural statistical data will be eliminated through the consolidation of different information collecting and processing systems, which are based on this data, and in a structures similar to the Integrated Administrative and Control System used in the EU (under **7.1.9. Improving Efficiency of the Agricultural Structure**)
- The Rural Development Plan will be prepared and implemented in line with the National Rural Development Strategy (under **7.4.4. Ensuring Development in the Rural Areas**). Registration of agricultural lands will contribute to efficient and sustainable utilization of soil and water resources, corresponding planning activities and statistical data related to producer organisations will increase effectiveness of their studies.
- Necessary institutional framework will be created for harmonization with the EU rural development policies and the administrative capacity will be improved to manage and use rural development funds effectively. (under **7.4.4. Ensuring Development in the Rural Areas**)
And Project will contribute to the successful adoption of the EU acquis in the field of area based direct payment schemes. It will ensure avoidance of mistakes in the execution.

3. Description of the Project

3.1 Background and justification

Agriculture is one of the most important sectors in the Turkish economy both in terms of its share in total GDP (10.1 % in 2010) and employment (about 24,7 % of the whole labour force in 2010).

A large fraction of the rural population in Turkey is employed on subsistence and semi-subsistence farms. This implies that EU accession will have economic and social impacts on the Turkish Agriculture. As already described in several Progress Reports and document prepared by the European Commission services titled “The Issues Arising from Turkey’s Membership Perspective”, Turkey aims to prepare a rural development strategy with a view to restructure its agricultural sector and develop the rural areas.

Integrated Administration and Control System (IACS) as a system, covers mechanisms composed for the right administration and control of agricultural supports; while securing correct payments to farmers and preventing false declarations, enable real farmers, particularly the farmers who cultivate their lands, to be supported regarding their lands.

Creation of all IACS’s components (Database, LPIS, Application SW, etc) should be outsourced as extra projects, as it is common within the EU, staff training is required to be concentrated on the involved technologies and procedures. It is necessary that the staff training project should be realized in parallel with the implementation of IACS/LPIS, as it is

critical during the first year of IACS in its full function that the involved personnel be familiar and skilled with the system components and use of it.

In general all the measures taken on the agricultural sector (direct payments, environmental and rural developing actions) are managed through IACS. In this context, work on the implementation of IACS/LPIS has been started, and through a project (TR 0402.08/002) financed by the EU. Project was implemented in 2007 in order to define the institutional, legislative and investment requirements for the nationwide establishment and implementation of IACS with all its components. The project made an overall assessment and determined the investment requirements, aimed to increase the capacity of the MoFAL both on legislative and institutional issues in line with EU legislation and practices. In this respect one of the outputs of the project was aimed to reveal the training requirement of MoFAL staff where technical assistance has been provided including the type and quantity of training. From the end of the project onwards, findings on the training needs assessment are preserving its validity considering the structure of the ministry staff since then. Also preparatory work has been done for the execution of IACS particularly its controls. This project is a follow up exercise using the methodology developed in the above mentioned project.

The Republic of Turkey is energetically determined to fulfil the *acquis communautaire* especially in the political field of agriculture and rural development. Pre-accession strategies adopted by EU (Accession Partnership) since 2003 have addressed the need for work on setting up of integrated administration system and developing land identification system in Turkey.

In this context, Turkey prepared a Strategy Paper, which is based on the adoption of Council Regulation (EC) No 73/2009. Proposed solution and design of IACS and LPIS for whole Turkey is fully compatible with EU technical requirements and specifications. Content of this project fiche is consistent with and supportive of the established Strategy paper.

The existence of a clear and government approved strategy for the establishment of IACS/LPIS was a precondition to the implementation of the project which has been completed. With the approval of the Strategy, preconditionality on proposed projects has been satisfied. In this regards, first step has been initiated with the inclusion of *Digitization of LPIS Project (TR2010/0311.01)* under 2010 Programming of 2010-IPA1 Component, where the Financing Agreement ratified on 19/09/2011. This recent progress is to be treated as the determination of MoFAL to fulfil the *acquis communautaire* in the field of agriculture and rural development.

The EU pre-accession assistance aims to facilitate the adoption and implementation of *acquis communautaire* of the CAP, among other common policy areas. It also aims to resolve priority and specific problems for sustainable adaptation of the agricultural sector and rural areas in the candidate countries.

Establishing a fully operational IACS requires beside the technologies and tools that have built in and the involvement of skilled and trained personnel, which includes the staff of related Ministries, institutions, local authorities and NGO's as far as they are involved in the procedures of IACS.

Land Parcel Identification System (LPIS), as one of the components of IACS, has been used for the identification of agricultural land in EU. LPIS is a tool especially for the administration and control of area-based subsidies.

As the creation of all IACS's components (Database, LPIS, Application SW, etc) should be outsourced as extra projects, as it is common within the EU, staff training needs to be concentrated on the involved technologies and procedures. It is necessary that the staff training project should be realized in parallel with the implementation of IACS/LPIS, as it is critical during the first year of IACS in its full function the involved personnel to be familiar and skilled.

Assumed 3 Mill farmers submit their applications and a staff of 10.500 have to manage the procedure according to the IACS rules. These 10.500 persons have to be trained. This can only be achieved by an organization of the duty to first train the trainers, which will then train the other persons (operators) in order to ensure sustainability and established the capacity throughout Turkey. By that way the ability to use IACS / LPIS will be spreaded.

Because of the very detailed technicalities of systems to be used (i.e. IACS and LPIS), training project is designed to be implemented as TA, considering the fact that TA type of projects brings the Beneficiary Country into a wider contact with the diversity of administrative and technical practices to transfer know-how to the beneficiary from more than one Member State (via EU experts) rather than one Member State expertise under TW. It has been aimed to integrate different country experiences as much as possible to the training content.

3.2 Assessment of project impact, catalytic effect, sustainability and cross border impact

This project is complementary to 2004 project TR04.02.08 002 on Preparation for the Implementation of EU Common Agricultural Policy especially technical assistance for the design of a functioning IACS / LPIS in Turkey.

The IACS / LPIS can only be successfully implemented throughout Turkey if the relevant MoFAL staff, the paying agency personnel, and personnel of the farmer unions, advisory associations and other institutions are systematically trained to use the new tools of administration.

This training task is outsourced by this project because it cannot be solved by MoFAL administration besides its normal daily duties.

The total area of Turkey comprises 78 million ha of which 43 million ha is agricultural area. It has to be calculated with almost 3 million applications per year in a short period, which have to be collected, checked by the administration and later on the spot. The payment has to be organized after eligibility is stated and cross compliance assured. The training of the personnel is a prerequisite of the well functioning of the systems. Pre-accession financial assistance to Turkey is required.

Catalytic effect

The project will significantly contribute to the implementation and full functionality of IACS (including all its technical components), strengthening structures and knowledge required for the exploitation of system capabilities and ensuring the adjustments to EU CAP acquis. It is also supplementary for future planned projects where the main issue is justifying the

continued yearly income support payments for the farmers. Components of IACS/LPIS need the supplementation by a well developed control instrument and well trained staff capable to execute these administrative and especially the OTSC controls which constitutes the exact scope of training need.

Sustainability

The existence of a clear and government approved strategy for the establishment of IACS/LPIS was a precondition to the implementation of the project which has been completed. Besides specifying the key technical components of the system, the Strategy indicates how LPIS will be implemented, sustained and institutionally functioned. It also provides a road map and a commitment on the future maintenance and sustainability of the system. As the project will be realised in parallel with the establishment of the LPIS and the IACS infrastructures, the intermediate results of both activities will be used for the training.

In parallel to LPIS digitization project in the 2010 programming year, in the first implementation year, training the MoFAL staff, personnel of the farmer unions, advisory associations and other institutions to use the new tools of administration will have been completed as direct outcome of this project and thereby the system will be sustained by them since training is the prerequisite of a well-functioning system where it's especially critical as of the first year of IACS in its full function.

The opportunity provided by the project to create a structure of knowledge (training of trainers) that can be replicated and extended, is an important element to adjust to future changes in organizational or institutional structure of MoFAL. The core knowledge of all tasks related directly to the implementation of IACS (such as consultation, updating and maintenance of the system, controls, etc) will constitute the content of the training project.

Project is complementary to 2004 project fiche (TR04.02.08 001 and 002) on Preparation for the Implementation of EU Common Agricultural Policy (CAP). In order to ensure sustainability of the developed systems, MoFAL prepared and submitted a Strategy Document, as a formal commitment towards this ultimate goal. Content of the governmentally approved Strategy document are shaped in compliance with the comments of EC authorities. Strategy provides a commitment on the future maintenance and sustainability of the system. This project fiche is fully consistent with the Strategy.

For the continuation of sustainability, MoFAL on an annual basis and within the frame of National Budget, prepares studies for ensuring the strength of the developed systems. Future planned works for establishing inextricably functioned projects have already been placed in National Programme of Turkey for the Adoption of the EU Acquis, published in Official Gazette in 31 December 2008 which shall also form the basis for future planned training program. Activities will take into account the compatibility between the CAP/IACS and Turkey's national agricultural support programmes to ensure that training is relevant and for the use and improvement of Turkey's national support programmes.

MoFAL has the duty to implement the next steps of technical assistance for setting up IACS and LPIS in whole Turkey. Ministry of Food, Agriculture and Livestock(MoFAL) - Geographical Information System Department (GISD) is the main responsible body for administration related to the preparation, technical control and implementation of all components related to implementation and sustainability of IACS/LPIS. Management of the

tasks related to IACS/LPIS implementation such as organisation of trainings, consultations, updating, maintenance, execution of controls belongs to this specialised department.

3.3 Results and measurable indicators:

The institutional capacity of MoFAL and other stakeholders to implement agricultural support schemes reaches an adequate level to manage schemes related to IACS and LPIS.

Overall Measurable indicators:

- the training software is ready by the end of 2013
- 180 trainers are trained at central and provincial level to develop a detailed knowledge of the system
- 10500 staff receive a basic level of training and able to manage relevant agricultural support schemes related to IACS/LPIS by the end of 2014
- Training materials are ready for future training programmes by place by first quarter of 2014.
- System for evaluation and supervision of future training of MoFAL staff is in place by first quarter of 2014.
- Materials for information campaign and media inputs to inform farmers available by the end of 2014.
- Training programme is adapted to focus on areas which allow to improve Turkey's support schemes and take into account progress in the alignment in the agricultural area with the measures of the Common Agricultural Policy.

3.4 Activities

This project will be implemented through a Technical Assistance Contract.

Activities envisaged in order to achieve the result:

1. Completion of a training software on the basis of the prototype software of IACS /LPIS project (contract No. TR 0402.08/002),
2. Elaboration of operational manual for systematic training for users at MoFAL for training of trainers,
3. Preparing sustainable training programmes,
4. Assistance in selection of the 180 trainers from central and local offices of MoFAL
5. Training of 180 trainers through 12 two-weeks training programmes to train 120 trainers per province on the applications, the administrative and on the spot control
6. Training of 10.500 persons from all stakeholders (MoFAL, representatives of farmers Union and other NGOs)
7. Preparation of manuals, guidelines, demo data sets and other documents for the implementation of further training courses,
8. Supervision of the trainers during the training of MoFAL personnel on provincial level and evaluating the training results in a random sample procedure of the 700 training events,
9. Elaborating and formal adoption of training plans for the provinces,
10. Elaborating reports stating the results of the training project,
11. Elaborating the materials for the information campaign and media inputs to inform farmers and programming of campaign.
12. Elaborating and assessment of outcomes of the different activities

3.5 Conditionality and sequencing:

3.5.1 The conditionality was adherent to the government-approved strategy for the establishment of IACS/LPIS which has been completed as already been mentioned in the latest Progress Report (2011). As the first step of all other planned projects, LPIS digitization project has been accepted under IPA1 2010 programming.

In parallel to LPIS digitization project under 2010 programming, training the MoFAL staff, personnel of the farmer unions, advisory associations and other institutions to use the new tools of administration needs to be completed in the first implementation year of IACS, as it's especially critical to prepare the involved personnel to get familiar and skilled theoretically and practically.

3.5.2 At later stages (after implementation of the project) MoFAL will have a body of experts at central and provincial level, able to assimilate future modifications as well as guiding colleagues since IACS and LPIS are dynamic by nature

3.5.3 Sequentially, MoFAL will prepare further projects within the scope of IPA 2012 Programming, in conformance with the approved Strategy Paper which covers future steps for the proposed solution and design of IACS and LPIS for whole Turkey based on the adoption of Council Regulation (EC) No 73/2009.

3.5.4 Any additional costs that occur during project implementation and have not been foreseen will be covered by the Turkish authorities, including the case where the budget allocated in the fiche is not sufficient for the contracts.

3.6 Linked Activities

Technical Assistance for the MoFAL for the design of a functioning IACS and LPIS; an EU-funded project was implemented in order to define the institutional, legislative and investment requirements for the establishment and implementation of a phased functioning IACS in line with Council Regulation No.73/2009 and its integration with LPIS (TR. 0402.08/002). The project made an overall assessment, introduced the method and methodology and determined the investment requirements, aimed to increase the capacity of the MoFAL on legislative and institutional issues in line with EU legislation and practices. The project completed in September 2007. Further legislative and administrative actions concerning the identification of agricultural lands are recommended and assistance for the preparation of future project proposals for nationwide implementation of LPIS and IACS are provided. In this context, a preliminary methodology for LPIS digitization suited for Turkish conditions was also elaborated.

Digitization of Land Parcel Identification System; an EU-funded project accepted under IPA-2010 decentralised national programme and at tendering stage during the preparation of this training project. These two projects are closely linked with each other where the capabilities of the beneficiary will be improved for the implementation of an area based agricultural support system in line with EU acquis via establishing the LPIS system (EC Reg. 73/2009). Once the system will be compiled, it is going to be the main component of the IACS system, through providing digital orthophotos and digital geographical database of reference parcels covering the whole country which will be the basis for addressing the payments directly to the farmers,

efficient and controlled management of direct payment schemes and selected Rural Development Plan (RDP) measures on behalf of farmers and the protection of food safety and environment. Finally the reference parcels (RP) will be identified, LPIS database of the RPs will be created and link with agricultural parcel locations will be initiated via farmer consultations carried out by MoFAL under the supervision of the project experts. After all, the training project will ensure sustainability and operation of the system that will be structured.

3.7 Lessons learned:

Lessons directly learned from pilot project (TR0402.08/002) showed that the most time sensitive part of the entire system depends on; timely preparation of base orthophotos followed by uninterrupted digitization to reflect the reference parcels efficiently before proceeding to the farmer consultations, where the consultation results embedded into database and accessible during the demonstration campaign using prototype software of the IACS/LPIS project.

For the success of the project, MoFAL will have continuous/regular monitoring on all activities/components of preceding LPIS digitization project to complete the project on time as it'll serve base geographical data that can be required during trainings. In order to avoid any possible delays; MoFAL will define periodical targets in ToRs (certain amount of area to be acquired/digitized/supervised consultation per period etc.) to objectively verify the indicators of delivering the results, where each check point will be formulated to be operationally measurable (quantity, quality, time – QQT). Further, as the link with agricultural parcel locations will be initiated via farmer consultations carried out by MoFAL under the supervision of the project experts; MoFAL will support all accelerating efforts and employ all opportunities to achieve timely completion of consultations.

Another learned lesson is related to administrative point of view. Funds are FA specific and available for disbursement if held within a predefined disbursement schedule from the signature of the underlying FA. Similarly contracting must take place within 2 years of the signature of the FA. Incorporation of lessons learned in the evaluation exercise has importance, as shortest possible time periods exists and need to be respected during scheduling the service contracts. So timely preparation of SPO and PIU members is important not to suffer from implementation delays which severely damages the efficiency of implementation.

4. Indicative Budget (amounts in EUR)

			SOURCES OF FUNDING						
			TOTAL EXP.RE	TOTAL PUBLIC EXP.RE	IPA COMMUNITY CONTRIBUTION		NATIONAL PUBLIC CONTRIBUTION		
ACTIVITIES	IB (1)	INV (1)	EUR (a)=(b)+(e)	EUR (b)=(c)+(d)	EUR (c)	% (2)	Total EUR (d)=(x)+(y)+(z)	% (2)	Central EUR (x)
Technical Assistance			1 500 000	1 500 000	1 350 000	90	150 000	10	150.00
TOTAL IB			1 500 000	1 500 000	1 350 000	90	150 000	10	150.00
TOTAL INV			-						
TOTAL PROJECT			1 500 000	1 500 000	1 350 000	90	150 000	10	150.00

5. Indicative Implementation Schedule

Component	Start of Tendering	Signature of contract	Contract Completion	Duration of project
Contract 1	QIV / 12	QII / 13	QIV / 14	18 months

Implementation period: 18 months
Tender dossier will be prepared by beneficiary.

6. Cross cutting issues**6.1 Equal Opportunity**

Participation in this project will be open to both males and females involved in the sector. MoFAL is an equal opportunity employer. Selection of staff and other personnel to work on the projects will be based on objective assessments of qualification and experience, without regard to gender.

6.2 Environment

Recognizing the responsibility to actively contribute to environmental protection, this project committed to addressing the direct and indirect effects from its execution on the environment. This will be achieved through the formulation of specific rules and their application throughout the whole duration of the project. The principles governing the project's environmental policy includes:

Saving Energy (the goal is to reduce consumption of electricity, water and heating oil and further promoting the idea of recycling paper, plastic and other materials),
Office Spaces (in case of renting or buying a building, priority is given to buildings which meet the greatest extent possible the criteria for savings.),

Compliance with Environmental Authorities of Suppliers,
Information Worker (staff are informed about environmental issues to enhance its ecological conscience),
Implementing Environmental Policy,
Environmental Policy Compliance and,
Dialogue with social partners

6.3 Minority and vulnerable groups

According to the Turkish Constitutional System, the word minorities encompass 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 persons. Training programs and workshops will be held in buildings where access to buildings for handicapped people is possible.

6.4 Civil Society/Stakeholder involvement

Since the result to be achieved is the responsibility of the public institutions, there was no civil society/stakeholder involvement in project design phase. Implementation of IACS/LPIS requires direct involvement of stakeholders (i.e. farmers). Thus project implementation envisages training of all stakeholders (representatives of farmers Union and other NGOs).

ANNEXES

ANNEX 1. Log frame in standard format

ANNEX 2. Amounts (in €) contracted and disbursed by quarter for the project(ipa contribution only)

ANNEX 3. Description of institutional framework

ANNEX 4. References to laws, regulations and strategic documents

ANNEX 5. Details per EU funded contract

ANNEX 1. LOG FRAME IN STANDARD FORMAT(10% National contribution has been considered for Technical Assistance)

LOGFRAME PLANNING MATRIX FOR		Contracting period expires 2 years after the signature of FA	Disbursement period expires 1 year after the end date for the execution of contracts
Capacity Building on Integrated Administration Control System		Programme number	
		Total budget : 1 500 000 EUR	EC Assistance budget : 1350 000 EUR
Overall objective	Objectively verifiable indicators	Sources of Verification	
To improve the readiness of Turkey for future implementation of the Common Agricultural Policy	<ul style="list-style-type: none"> - Legislation for phased IACS implementation adopted by 2009 - Annual agricultural support distribution checked gradually and spatially (through use of LPIS data) - Procurement notice for follow-up projects on IACS and LPIS published in the Official Journal of the European Union in 2011 and 2012 gradually 	<ul style="list-style-type: none"> - EU Commission Reports - The reports and documents of EU Government Reports. 	
Project Purpose	Objectively verifiable indicators	Sources of Verification	Assumptions
To establish the capacity of MoFAL for future implementation of IACS and use of LPIS	<ul style="list-style-type: none"> - Estimated 10.500 persons have been trained in IACS/LPIS in line with EU requirements by 2014 - Technical capacity of MoFAL strengthened with regard to implementation of LPIS - Drafts for structural and legislation framework are prepared by 2012 - More effective implementation of support programmes 	<ul style="list-style-type: none"> - Documents indicating the legal basis - Written decrees of staff - Convened courses - Training SW, - Manuals/Guidebooks, - Reports of the project - Information campaigns - ToR of staff - Official Journal of EC 	<ul style="list-style-type: none"> - Support of EU Institutions and Member States - Sufficient allocation of financial and human resources by the Government of Turkey

2011-MoFAL Staff Training for IACS/LPIS/final

Results	Objectively verifiable indicators	Sources of Verification	Assumptions
The institutional capacity of MoFAL and other stakeholders is developed and strengthened by training	<ul style="list-style-type: none"> the training software is ready by the end of 2013 10500 staff trained and able to manage IACS/LPIS by the end of 2014 Training materials are ready for future training programmes by place by first quarter of 2014. System for evaluation and supervision of future training of MoFAL staff is in place by first quarter of 2014. Materials for information campaign and media inputs to inform farmers available by the end of 2014. 	<p>Certificates for trainers</p> <p>Reports of the international experts</p> <p>Minutes of the Steering Committee</p>	
Activities	Means	Costs	Assumptions
<ul style="list-style-type: none"> Completion of a training software on the basis of the prototype software of IACS /LPIS project (contract No. TR 0402.08/002), Elaboration of operational manual for systematic training for users at MoFAL for training of trainers, Preparing training programmes, Assistance in selection of the 180 trainers from central and local offices of MoFAL Training of 180 trainers through 12 two-weeks training programmes to train 120 trainers per province on the applications, the administrative and on the spot control Training of 10.500 persons from all stakeholders (MoFAL, representatives of farmers Union and other NGOs) Preparation of manuals, guidelines, demo data sets and other documents for the implementation of further training courses, Supervision of the trainers during the training of MoFAL personnel on provincial level and evaluating the training results in a random sample procedure of the 700 training events, Elaborating training plans for the provinces, 	<p>1 Team leader</p> <p>3 Senior Experts</p> <p>36 Short term Experts to supervise one third of 360 two week courses with two trainers at the same time (30 persons)</p> <p>completion of Demo-SW of IACS / LPIS project TR 0402.08/002</p>	<ul style="list-style-type: none"> 1 500 000 Euro <p>For further details see annex IV A</p>	<p>It is possible to find in a short period 36 short term experts, which are experienced in supervision of training on IACS / LPIS</p>

2011-MoFAL Staff Training for IACS/LPIS/final

<ul style="list-style-type: none">• Elaborating reports stating the results of the training project,• Elaborating the materials for the information campaign and media inputs to inform farmers and programming of campaign.• Elaborating and assessment of outcomes of the different activities			
--	--	--	--

ANNEX 2. AMOUNTS (in €) CONTRACTED AND DISBURSED BY QUARTER FOR THE PROJECT (IPA CONTRIBUTION ONLY)

Not in line with FP

Contracted	II/2013	III/2013	IV/2013	I/2014	II/2014	III/2014	IV/2014
Contract 1	1.350.000						
Cumulated	1.350.000	1.350.000	1.350.000	1.350.000	1.350.000	1.350.000	1.350.000
Disbursed	II/2013	III/2013	IV/2013	I/2014	II/2014	III/2014	IV/2014
Contract 1	405.000 (%30 pre-finance)		405.000 (%30 interim)		405.000 (%30 interim)		135.000 (%10 final)
Cumulated	405.000	405.000	810.000	810.000	1.215.000	1.215.000	1.350.000

