

STANDARD PROJECT FICHE

1. Basic Information

1.1 CRIS Number:	2004/016-782.01.02
1.2 Title:	People to people actions in support for economic development and promotion of employment
1.3 Sector:	Regional development/CBC
1.4 Location:	Bulgaria – Greek cross-border region
1.5 Duration:	24 months

2. Objectives

2.1 Overall Objective:

- Increase growth and improve competitiveness of enterprises in the cross-border region.

2.2 Project purpose:

- Stimulate cross-border economic activities (co-operation between companies, creation of networks and clusters, development of joint strategies and new products, joint marketing activities);
- Improve human resources capacities and skills.

2.3 Accession Partnership (AP) and NPAA priority

The People-to-people actions play a useful role in the process of preparation of Bulgaria for accession, in particular through the improvement of the administrative capacity of local/regional actors. These funds are part of a process of creating "integration-minded" border regions. The project represents thus an important element in the preparation of Bulgaria for the adoption of Structural Funds. In addition, the project supports the social and economic integration between the border regions of candidate countries.

The proposed project is in conformity with the following objectives specified in:

Chapter "Free movement of people":

- Development of an information network for the labour market and the professional orientation and consultation;
- In the Chapter "Social policy and employment" it is also stated that we have to encourage the partnerships between different structures in the social sphere

Chapter 21: Regional policy and coordination of structural instruments

Improve capacity at the level of the technical preparation of projects to be co-financed by the Structural and Cohesion Funds.

The project falls within the following NPAA priorities:

- to enhance the establishment of joint SMEs on sectoral and regional basis, to stimulate the interaction between them and EU member- and CEE countries;

- to facilitate the access of national SMEs to information about international markets and assistance for partnership with foreign companies;
- to provide vocational training.

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

The project will contribute for the achievement of the following objectives laid down in the NDP:

- Associations for employment and structural development;
- Workforce's skills upgrading through relevant vocational guidance and training;

2.5 Cross Border Impact

The project aims to support joint measure-based interventions in compliance with **AXIS 2: Support for economic development and promotion of employment of the BG-GR Phare CBC/Interreg IIIA Joint Programming Document (2000-2006)** under measures **2.2: Human resources and promotion of employment, and 2.3: Cooperation among Educational and Research Institutions**

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

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

3. Description:

3.1 Background and justification

The enterprise policy of the European Union focuses on entrepreneurship, creating an environment that is supportive to innovation. Its ambition is to supply the policy ideas that will foster the competitiveness of enterprises aiming to create a knowledge-based economy in Europe.

Enterprises are confronted with the accelerating process of structural change, the emergence of the digital economy, intensifying competition and globalization. In order to enable them to respond to these challenges, it is necessary to facilitate the growth of employment and support social cohesion, while protecting the environment, thus helping

to meet the challenges of sustainable development (report from the Industry Council to the European Council, 11/1999).

Candidate countries have to take into consideration the aims and requirements of the European Union and need to make efforts to build their capacity to cope with competitive pressure and market forces within the Union (Copenhagen Criteria). This can be achieved by active and accelerated development of enterprises as well as of human resources being the key factor of the knowledge-based society.

The economic life and development of the Bulgarian – Greek trans-border region presents many differences in the quality of life, as witnessed at all levels of the economic life of the region. Considerable conflicts are present in the Bulgarian side primarily due to the acute socio-economic upheavals of the recent years, thus not allowing the local economy to mature and create those structures, which are already operational on the Greek side.

The economy of the Bulgarian region eligible under the Programme turns out 11.4% of the total GNP of the country. In the structure of the Gross Added Value the tertiary sector features the highest share (43.1%), followed by the primary sector (35.7%) and the secondary sector ranks at the last place (21.2%). All in all, the level of economic development, measured in terms of the indicator GDP/capita, is below the national average. In 1999 its value was BGN 2071, that is 75% of the national average and 29 % of the EU (25) average.

The region is characterized by sharp contrasts in its economic development, ranging from agriculture and mono-structural industry to modern, services-oriented economy. Blagoevgrad and Haskovo stand out as the two extreme poles of development of the Bulgarian border region. The individual districts and municipalities manifest different capacity and rates of adapting to change. The differences in the development of the private sector reflect the impact of the crisis that transition to market-oriented economy has forced on local economies, the unequal opportunities for development in the private sector, and the limited initiatives taken by local businesses as well as the limited number of foreign investment projects in the region.

The primary sector in the eligible Greek side is considerably developed and is linked to the secondary sector, focusing on both national consumption and exports. Namely, the border prefectures of the Region of Central Macedonia are among the most developed prefectures of the country in terms of farming; they are the core region for the production and export of the basic commodities of Greek crops and livestock breeding. There is farming specialization, such as fruit and vegetables zones or industrial crops zones, throughout the region.

The primary sector in the eligible Bulgarian side is represented by agriculture and forestry. Agriculture is specialized mainly in the cultivation of intensive crops, such as vegetables, vineyards, tobacco, potatoes, cotton, fruit as well as cereals. The trend noted in the 90's towards considerable reduction of the production output and yields has began to swing back in positive direction, however the problem of finding markets for the agricultural produce and organisation of the sector continue to act as an important limiting factor for the development of the region. The sector provides 33,8 % of the employment in the region, i.e. 30% above the national average.

There is a developed **secondary sector** in the Greek eligible area; namely industry, and especially the processing industry, is a developed sector of national repute. There is modern infrastructure for the private sector (industrial parks) and private investment projects are under way in new organized development areas. 14,184 enterprises operate in the secondary sector in this region, employing 74,633 individuals.

In the eligible Bulgarian border area, industry is an important sector in the region, providing employment to 28.7% of the labour force. The developed extraction industry and the energy sector give rise to certain problems related to environmental protection. Other main industrial branches are the food and beverages production, tobacco industry, machine tools engineering and metallurgy, clothing and textile industry. The heavy drop, experienced in the industrial development of the region during the 90's, resulted in considerable decline of the sector and unfavourable structural changes.

The tertiary sector in the eligible Greek area shows an advanced services sector, benefiting from the presence / support of financial institutions and advanced technology. Tourism shows a low level of development, though prospects for development are high. 34,375 tertiary sector enterprises operate in the area, employing 68,805 individuals. The tertiary sector is developing mainly in the district centres and the larger cities and provides employment to 37.5 % of the gainfully employed. The development of the various forms of tourism in the region is fostered by the availability of a multitude of natural and historical landmarks. The diverse and still inexhausted tourist resource does not always offer the desired standard level. At the same time some of the most famous Bulgarian resorts of international significance are located there - the Pamporovo winter sports resort, the mineral spas in Sandanski, Narechen etc., historical townships like Melnik etc.

The **eligible border region in Bulgaria** covers an **area of 18 385 km²** (16.56% of the total area) and the **population is 904 528** inhabitants (11.46 %).

The **labour force** in the eligible Bulgarian area accounts for 12,4% of the country's **employed population**. For the whole region this figure is 42.1%, i.e. above the national average of 39.7%. However, it demonstrates considerable regional differences (Blagoevgrad 47.2%, Kardjali 45.5%, Smolyan 38.0% and Haskovo 36.0%). The activity rate is respectively also higher than the national average with 51.8% in 2000 against 47.5% national average. It is in the range of 52-55% for the districts of Blagoevgrad, Smolyan and Kardjali and about the national average for Haskovo District.

Both sides of the border experience high rates of **unemployment**, with pressing needs for specialised skills and re-training (mainly in the eligible regions of Bulgaria). The level and the qualitative characteristics of unemployment in the Bulgarian eligible area do not differ substantially from the national average. In the year 2000 the unemployment rate was 18.5% at 18.1% national average. This indicator is particularly high for Smolyan District (27.6%) and quite high at approximately equal levels in the rest of the districts (Blagoevgrad and Haskovo 17.1%, Kardjali 16.0%). In 2000 the share of long-term unemployment was 34.0% at 37.1% in the country as a whole. The share of unemployed young people is close to the national average of 29.6%.

The scheme intends to provide an **indirect support to SMEs** through improved business services, consultancy and information on the possibilities and potential opportunities for

creating partnerships in the BG-GR border area. A **direct support** will address regional non-profit actors in overcoming the gap in research and development activities, in creating favourable conditions and institutional framework to support economic actors to develop cross-border relations. The aim is to encourage inter-company co-operation in the cross-border region, in order to enhance their competitiveness and productivity. Development of common projects will contribute to the creation of the joint economic space and will lead to synergies. By co-operating, companies get a chance to pool their competitive advantages and to overcome the competitive weaknesses of individual enterprises. The grant scheme will stimulate the development and exploitation of mutual complementarity and a better access to markets for co-operating companies. The regional impact of the project will be measured not only by the success of individual enterprises, but also by the increase of the growth potentials of service and manufacturing clusters, as well as by the increase of the number of employed in the border region.

3.2 Sectoral rationale

N / A

3.3 Results

Overall results of the project

An established and fully operational Grants Scheme to support the implementation of measures identified in the Joint Programming Document Greece-Bulgaria 2002-2006. The Grant Scheme will offer support to co-operation of small-scale “people-to-people” projects in order to strengthen competitiveness, export growth and productivity of the enterprise sector, to support the development of human resources.

The following main results will be achieved:

- Bilateral training schemes and co-operation in the re-training of the workforce in place;
- Cross-border training network systems established;
- Improving efficiency of cross border co-operation among research institutions,.
- Improving conditions for business activities on both sides of the border,.
- Encouraging SMEs’ initiatives for cross-border co-operation by providing them with access to the information on the possibilities and markets existing beyond the border;
- Improvement of the standard and efficiency of consulting and other services provided in the border region;
- Increasing co-ordination and networking of SMEs in the fields of training and research in the cross-border region.

Experience to be gained

The scheme should provide relevant experience for the future operation of the structural funds as also to prepare the beneficiaries to be able to apply for the structural funds.

Scope for learning

Further experiences on structural funds conditions will be gained from the following:

- *project assessment* – what should be the basis of selection
- *independent appraisal* of projects - (to be sought in the application stage) from appropriate experts

- *monitoring and evaluation* – monitoring and management structures will be formed and will provide valuable insights into the future work of such groups under the structural funds.
- *financial management* – experience to be gained of operating a system of co-financing in association with EU and local interests.

3.4 Activities (including Means)

Component 1: Grant Scheme

The foreseen results will be achieved through the establishment of a grant scheme, supported by Phare and beneficiaries own contribution.

Eligibility and selection criteria

The following eligibility and selection criteria will be incorporated in the Guidelines for applicants.

Eligibility criteria, eligibility of area, applicants and partners

The Grant Scheme is applicable for the following cross-border districts: Blagoevgrad, Kardjali, Haskovo and Smoljan.

Potential applicants:

- Municipalities and Communities within the defined border region
- District level organizations
- Chambers of Commerce
- Professional associations
- Trade Union Organisations
- NGOs
- Universities; high schools and vocational

The project partners have to fulfil the same criteria as project applicants.

Eligibility of projects

Size of project: Phare contribution of the project will be **10 000 – 100 000 €**

Duration of the project implementation: max. **12 months** with the ending date of at least two months before the expiry date of the Financing Memorandum. The same project proposal must not receive more than one EC-funded grant.

Activities covered under the Grant Scheme have to be in line with the national legislation and the EU requirements.

The grant scheme will be implemented through two windows:

Window 1: Business cooperation for promotion of employment

- *Establishment of Cross-Border Networks:* Organization of fairs, matchmaking events, creation of business directories, Internet platforms etc.
- *Cross-border Market Research and Promotion:* Cross-Border market studies, joint marketing of products, joint direct investment promotion etc.
- *Cross-Border Training and Awareness Raising on Acquis compliance for SMEs:* seminars, information campaigns, assessments, co-operation of chambers of commerce etc.
- *Legal and economic counselling.* Counselling and advice in business start up matters, business planning, technology transfer, patents, legal affairs, finances and marketing.
- *Information services* for the to the entrepreneurs active in the border region.

Window 2: Cooperation between Educational and Research Institutions

- *Co-operation of training institutions* to improve the quality of human resources in the border area. The co-operation shall be understood in terms of preparation of joint curriculum and vocational training programmes, share of facilities, exchange of students and teachers etc.
- *Setting up of cross-border labour market oriented networks* and exchange of information with the aim to develop employment and training programmes;
- *Training activities* for the staff of organisations providing business services, aiming at promoting SMEs' co-operation and research activities.

Selection Criteria

CBC criteria:

- Joint development of project ideas;
- Joint preparation of project application;
- Joint implementation of project activities;
- Co-financing of project activities and
- assured sustainability by both cross-border partners of the results achieved.

Formal selection criteria (in accordance with the evaluation grid of PRAG):

- Studies, trainings and information campaigns prepared under Window 2 of the Grant Scheme may be related to activities that are eligible under Window 1.
- The technical content of the project proposal does not overlap with other internationally financed projects.
- Consortium in case of joint application of several municipalities or organizations

Relevance:

- Relevance to the particular needs and constraints of the cross-border region (including conformity with regional development plans and the Joint
- Programming Document for the BG-GR CBC programme)

- Compliance with the objectives of this grant scheme. The applicants must justify that the proposed programmes are adapted to the demands of the cross-border region with special regard to the market
- Clearly defined, strategically chosen target groups
- Relevance of the project to the needs of the target group
- Coherent, appropriate and practical activities
- Added value, new, innovative approaches

Methodology:

- The preparedness and elaboration of the project proposal.
- Involvement of the partners in the elaboration and implementation of the project proposal.
- Realistic time-schedule for implementing the project proposal.
- Objectively verifiable indicators for the project outcomes, methodology for follow-up of the project results

Sustainability:

- Further utilization and long-term sustainability of the project results.
- Beneficial social, economic impacts of the project results.
- Possible multiplier effects of the project results.

Budget and cost effectiveness:

- Reality and transparency of the financial plan of the project proposal
- Justification of the planned budget
- Cost effectiveness of the development

Management capacity and expertise:

- Availability of the necessary administrative, organizational and institutional capacity for the implementation of the project proposal.

Component 2: Technical Assistance

Up to 7% of the grant scheme budget (maximum 77 000 EUR) may be allocated to cover administrative costs for grant scheme management (selection, assessment and monitoring).

The following activities will be financed through a Framework Contract:

- Preparation of full documentation package for launching call for proposals;
- Organization of Information Meetings with potential beneficiaries;
- Publication of the call for proposals;
- Assistance in Project selection process;
- Preparation of Manual for sub-contracting with tender dossiers for services, supplies and works (as per PRAG);
- Assistance and training of granted beneficiaries in preparing inception, monthly, interim and final reports;
- PR activities and information campaigns (including the participation on all public events, which will arise from the grant contracts);
- Assistance to the IA for monitoring granted projects.

3.5 Linked Activities:

BG 9904 CBC programme: “Preparation of Cross-Border co-operation Plan between Bulgaria and Greece”;

BG 01.06.07 SPF - under implementation;
Integrated development in the Pernik Region;

Phare 2000 - “Vocational Training” is implemented in the South central and Northwest NUTS II regions, while the current project will give access to EU funding for training and retraining initiatives to regions, where alternative forms of businesses are identified;

Phare 2001 - “Labour market initiatives” and “Social inclusion”;

Phare 2002 - “Clearing the Path to Employment for Youths”;

“Job Opportunities through Business Support” (JOBS), financed by the UNDP addresses the Bulgarian unemployment issue by creating sustainable long-term jobs through assisting micro and small business development in the rural areas.

3.6 Lessons Learned:

The following lessons have been taken into consideration while drafting the current project fiche:

- It is proposed during the implementation of the current project to use the existing management and implementation structures (where possible) that were established for the implementation of previous projects. Their main purpose is to help for the decentralization of the implementation and monitoring of projects.

4. Institutional Framework

The Ministry of Regional Development and Public Works will be acting as **Contracting Authority** with the overall responsibility for the programme implementation, administrative, technical and financial management of the grant scheme. MRDPW as a co-ordinator for CBC programme is obliged to monitor physical and financial implementation of this project including Phare and co-financing payments, and report to the EC in regularly reports.

The MRDPW will ensure necessary human resources for the technical management of the Grant Scheme and may delegate specific tasks to a **Local Technical Secretariat** to be established for the Grant Scheme implementation in accordance with PRAG rules.

The **Steering Committee** of the Grant Scheme will be composed of representatives from the following institutions:

- The Ministry of Regional Development and Public works will manage this project.
- Ministry of Economy;
- Ministry of Labour and Social Policy;
- Ministry of Education
- Regional representatives
- EC representative as an observer

The grant scheme will be implemented as much as possible on a decentralized basis. The selection of projects to be supported shall be carried out with ex-ante approval of the EC according to PRAG. The projects will be implemented with ex-post control of the EC.

The publicity, evaluation/selection of projects, and contracting will be carried out in accordance with PRAG

Eligible beneficiaries

It will in principle include all non-profit decentralised, local organisations, such as:

- Municipalities and Communities within the defined border region
- County and district level organizations
- Inter-communal co-operation organizations
- Chambers of Commerce
- Professional associations
- Trade Union Organisations
- NGOs
- Universities, high schools and vocational institutions

Profit oriented organizations are not eligible The applicant organizations must be registered in the eligible border region.

5. Budget (in MEUR):

	Phare allocation			National co-financing	IFI	TOTAL
	Institution Building	Investment	Total (=I +IB)			
Grant scheme	1.023		1.023	(*)		1.023
Technical Assistance (**)	0.077		0.077	-		0.077
TOTAL	1.100		1.100			1.100

(*) The grant will be jointly financed by Phare and national sources. Minimum 10% co-financing of the total projects' costs will be provided by the beneficiaries (not by the National fund). The Phare amount as a maximum is 90 % of the total projects' costs. The ratio between the Phare and the national amount has to be applied to the final contract price.

(**) Up to 7% of the grant scheme budget (maximum 77 000 EUR) may be allocated to cover administrative costs for grant scheme management (selection, assessment and monitoring).

6. Implementation arrangements:

6.1. Implementing Agency

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

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17-19 Kiril I Metodi St 1202 Sofia – Bulgaria
Phone: + 359 2 980 48 48
Fax: + 359 2 983 56 85

The **District Secretariat(s)** is the executive SPF body in the regions. Their chief function is to provide technical and specialist support to the recipients in the regions. and also to SPF SC.

The IA will provide the Secretariat(s) with on-going advice and support, while specialist consultancy and training inputs will assist the Secretariat(s). The responsibilities specifically include:

- Provision of information to beneficiaries on the Phare CBC Programme;
- Provision of support for the preparation of meetings of the SPF SC;
- Organization of individual round of public calls for the submission of proposals;
- Supporting applicants with project preparation;
- Assisting in the preparation of Terms of Reference and associated tender and contracting documents as required;
- Assistance to IA in preparation of grant contracts;
- Assistance to the IA in financial management of the SPF;
- Monitoring and inspection of implementation; evaluation of benefits;
- Reporting to the IA CBC Phare and to the SPF SC.

All tasks and responsibilities of the Secretariats will be specified in detail in Interdepartmental Agreement concluded between the MRDPW (PAO) and the District Governor's Administrations in the BG – GR CBC region.

6.2. Twinning

N / A

6.3. Non-standard aspects

There are no non-standard contracts or tender procedures envisaged within this project.

6.4. Contracts

FW contract (Technical Assistance)	-	0.077 MEUR
Grant scheme	-	1.023 MEUR

7. Implementation schedule

Co-ordination with the Bulgarian authorities will be ensured so that the call for proposals are launched in the same time with identical deadlines.

	FWC	Grant scheme
Launch of tender/First call for proposals	01/2005	06/2005
Contracting	03/2005	11/2005
Completion of projects	02/2007	12/2006

8. Equal opportunity:

Equal opportunity principles in relation to participation in the project will be guaranteed.

9. Environment

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

10. Rates of return

N/A

11. Investment criteria

N/A

12. Conditionality and sequencing**ANNEXES TO PROJECT FICHE**

1. Logical framework matrix
2. Detailed implementation chart
3. Contracting and disbursement schedule by quarter

ANNEX 1: LOGFRAME PLANNING MATRIX FOR <i>Project: People to people actions in support for economic development and promotion of employment</i>		Programme name and number BG-GR 2004/016-782.02	
		Contracting period expires 30 Nov. 2006	Disbursement period expires 30 Nov. 2007
		Total budget: 1.100 MEUR	Phare budget: 1.100 MEUR
Overall objective	Objectively Verifiable Indicators	Sources of Verification	
Increase growth and improve competitiveness of enterprises in the cross-border region.	Growth in regional GDP per capita – 80 % of the average Decreased rate of unemployment to 90 % the average	Statistical data	
Project purpose	Objectively Verifiable Indicators	Sources of Verification	Assumptions
<ul style="list-style-type: none"> Stimulate cross-border economic activities (co-operation between companies, creation of networks and clusters, development of joint strategies and new products, joint marketing activities); Improve human resources capacities and skills; 	Four newly established joint companies; At least 20 new jobs created; 20 managers participating in training schemes	<ul style="list-style-type: none"> Final Reports on the implementation of projects Final Report approved on the implementation of the Grant Scheme 	Actors from both sides must work in line with the joint strategy to achieve synergies and avoid direct competition

Results	Objectively Verifiable Indicators	Sources of Verification	Assumptions
Overall results of the project An established and fully operational Grants Scheme to support the implementation of measures identified in the Joint Programming Document Greece-Bulgaria 2002-2006. The Grant Scheme will offer	<ul style="list-style-type: none"> Bilateral training schemes and cooperation in the re-training of the workforce in place; At least 10 common projects implemented, At least 5 training schemes 	<ul style="list-style-type: none"> Reports on the implementation of Projects Reports of beneficiaries Reports prepared by the Chambers Analysis of Phare evaluation 	The players of the economy are interested in cross border cooperation <ul style="list-style-type: none"> There are research institutes with free capacities for co-

<p>support to co-operation of small-scale “people-to-people” projects in order to strengthen competitiveness, export growth and productivity of the enterprise sector, to support the development of human resources.</p> <p>The following main results will be achieved:</p> <ul style="list-style-type: none"> ▪ Bilateral training schemes and co-operation in the re-training of the workforce in place; ▪ Cross-border training network systems established; ▪ Improving efficiency of cross border co-operation among research institutions,. ▪ Improving conditions for business activities on both sides of the border,. ▪ Encouraging SMEs’ initiatives for cross-border co-operation by providing them with access to the information on the possibilities and markets existing beyond the border; ▪ Improvement of the standard and efficiency of consulting and other services provided in the border region; ▪ Increasing co-ordination and networking of SMEs in the fields of training and research in the cross-border region. <p>Scope for learning</p> <p>Further experiences on structural funds conditions will be gained from the</p>	<p>elaborated and implemented</p> <ul style="list-style-type: none"> ▪ At least 5 workshops held; ▪ Number of participants - at least 100 people 	<p>reports</p> <ul style="list-style-type: none"> • Reports of the Central Statistics Office • Monitoring reports • Project dossiers 	<p>operation</p> <ul style="list-style-type: none"> • Free capacities to develop local infrastructures
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following: <ul style="list-style-type: none"> ▪ <i>project assessment</i> – what should be the basis of selection ▪ <i>independent appraisal</i> of projects - (to be sought in the application stage) from appropriate experts ▪ <i>monitoring and evaluation</i> – monitoring and management committees will be formed and will provide valuable insights into the future work of such groups under the structural funds. ▪ <i>financial management</i> – experience to be gained of operating a system of co-financing in association with EU and local interests. 			
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Activities	Means		Assumptions
Component 1: Grant Scheme Window 1: Business cooperation for promotion of employment <ul style="list-style-type: none"> ▪ <i>Establishment of Cross-Border Networks:</i> Organization of fares, matchmaking events, creation of business directories, internet platforms etc. ▪ <i>Cross-border Market Research and Promotion:</i> Cross-Border market studies, joint marketing of products, joint direct investment promotion etc. 	Total Phare allocation – 1.100 MEUR <ul style="list-style-type: none"> • Grant scheme: 1.023 MEUR (1.023 MEUR Phare + minimum 10 % of the total projects' costs co-financing provided by the beneficiaries) • FWC – 0.077 MEUR for Technical Assistance 	Project selection process <ul style="list-style-type: none"> · Contracting · Implementation of the selected projects by the beneficiaries · The documentation, necessary for the implementation of the grant scheme prepared by the signing of the FM 	

<ul style="list-style-type: none"> ▪ <i>Cross-Border Training and Awareness Raising on Acquis compliance for SMEs:</i> seminars, information campaigns, assessments, co-operation of chambers of commerce etc. ▪ <i>Legal and economic counselling.</i> Counselling and advice in business start up matters, business planning, technology transfer, patents, legal affairs, finances and marketing. ▪ <i>Information services</i> for the to the entrepreneurs active in the border region. <p>Window 2: Cooperation among Educational and Research Institutions</p> <ul style="list-style-type: none"> ▪ <i>Co-operation of training institutions</i> to improve the quality of human resources in the border area. The co-operation shall be understood in terms of preparation of joint curriculum and vocational training programmes, share of facilities, exchange of students and teachers etc. ▪ <i>Setting up of cross-border labour market oriented networks</i> and exchange of information with the aim to develop employment and training programmes; ▪ <i>Training activities</i> for the staff of organisations providing business services, aiming at promoting SMEs' co-operation and research activities. 			
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<p>Component 2: Technical Assistance</p> <p>Up to 7% of the grant scheme budget (maximum 77 000 EUR) may be allocated to cover administrative costs for grant scheme management (selection, assessment and monitoring).</p> <p>The following activities will be financed through a Framework Contract:</p> <ul style="list-style-type: none"> • Preparation of full documentation package for launching call for proposals; • Organization of Information Meetings with potential beneficiaries; • Publication of the call for proposals; • Assistance in Project selection process; • Preparation of Manual for sub-contracting with tender dossiers for services, supplies and works (as per PRAG); • Assistance and training of granted beneficiaries in preparing inception, monthly, interim and final reports; • PR activities and information campaigns (including the participation on all public events, which will arise from the grant contracts); • Assistance to the IA for monitoring granted projects. 			
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ANNEX 2: Detailed implementation chart

	Contracts	2004						2005												2006												2007													
		J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D		
	FW Contract (Technical Assistance)							T	T	C	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I																
	Grant Scheme												T	T	T	T	C	C	I	I	I	I	I	I	I	I	I	I	I																

ANNEX 3: Contracting and disbursement schedule by quarter

Project title: People to people actions in support for economic development and promotion of employment															
Contracting	Cumulative contracting schedule by quarter in MEUR (provisional)														Total
	2004		2005				2006				2007				
	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	
FW Contract (Technical Assistance)				0.077	0.077	0.077	0.077	0.077	0.077	0.077					0.077
Grant Scheme						1.023	1.023	1.023	1.023	1.023					1.023
Total contracting:				0.077	0.077	1.100	1.100	1.100	1.100	1.100					1.100
Disbursement	Cumulative disbursement schedule by quarter in MEUR (provisional)														Total
	2004		2005				2006				2007				
	III	IV	I	II	III	IV	I	II	III	IV	I	II	III	IV	
FW Contract (Technical Assistance)				0.062	0.062	0.062	0.062	0.062	0.062	0.077					0.077
Grant Scheme						0.820	0.820	0.820	1.023	1.023					1.023
Total disbursement:				0.062	0.062	0.882	0.882	0.882	1.085	1.100					1.100